

# Year End Tips For Your Business

## DON'T TRY TO GET EVERYTHING DONE

Create a To-Do list and apply filters to ensure your list only contains a few tasks a day as to avoid overwhelming yourself or losing sight of the important tasks at hand. Is this just making work? Can I eliminate this task? Can I do this task now or later?



## CONNECT WITH YOUR CLIENTS



This time of year is perfect for you to touch base and see what your clients have going on! What are they up to for the holidays? Do they have holiday hours you should be aware of?

## TAKE A REAL VACATION

Remember to plan a slow re-entry to work upon your return: work a half day or plan something fun your first day back - that way getting back from vacation won't be too jarring.



## TREAT YOURSELF



Take time during your week to practice self-care. This can be a mid-day walk, lunch with a friend, a bath before bed, or taking a few deep breaths during a busy day.