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## Peace of Mind for the Holidays

*~ An Organized Approach*

P ~ Prepare

E ~ E.A.T. ~ Events, Activities, & Traditions

A ~ Action

C ~ Caring for YOU

E ~ Enjoy & Evaluate

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### P ~ Prepare

- **TIME** ~ Determine the amount of time you need in order to get organized for the holidays. I would recommend spending at least 90 minutes with this program to get started. Once you have listened to the audio and followed along with the documents, you can pull out what works for you and schedule more time to work on the parts and pieces that are right for you.
- **WARNING** ~ When you make the time to get organized it all may seem overwhelming at first but I guarantee you that your life will be less stressful with some proper planning. Breathe through it and remember **WHY** you are doing this
- **WHY** ~ Why are you doing this? Take some time to reflect on that question and write your answers here. I know for me, I wanted to actually participate in the fun family time and when I wasn't prepared, I spent all of my vacation time stressed out with tasks that could have been accomplished along the way. For me, my why... More time with friends and family. What is your why?

Why I want to be organized for the holidays:

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- **TOOLS** ~ What do you need in order to be organized for the holidays? I recommend the Holiday Binder system to store and organize your paper, ideas and Preparation Lists. I also recommend the Green Tote system to store all of your holiday decorations.

- **HOLIDAY BINDER** ~ Gather up the following supplies in order to get started with your holiday binder.

- 3 ring binder
- Tabs
- Clear plastic sleeves
- Label the spine ~ Holiday Binder
- Highlighter
- Pen
- Calendar ~ Some will use an electronic calendar but I know some of my coaching clients still love to use a paper calendar. I say, “Go with what works for YOU!”

You will find the right words to use as labels for your tabs as we go along. When I work with my clients, I encourage them to use the language or words that make sense to them. They will not go looking for something in the right place if I pick the words for them.

- **PREPARATION LISTS** ~ You can print off as many of these documents as you need in order to complete your holiday organizing task. Organize them in your binder under the tab that makes sense for you.
  - Holiday cards

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- Holiday gifts
- Giving ~ Being of service
- My wants and wishes
- Family wants and wishes
- Favorite Foods
- GREEN TOTE SYSTEM ~ Storing your holiday decorations
  - All Green tubs (or color of your choice) to store your holiday decorations. Make a commitment to a certain number and stick to it. If you find that you love to purchase new holiday items, maybe you can pass on those that didn't get displayed this year to make room for the new items. There is an entire organizing system for organizing a space as part of our Organizing Accountability Coaching program. We address sorting, purging and donation ideas.
  - Determine how much room you have to store holiday decorations and that will determine how many Totes you can have. Set the boundary and stick to it!

### E ~ Events, Activities and Traditions

- E.A.T ~
- Events ~ Make a list of the events that you hold or attend during the holidays. I have listed a few events as an example
  - Dinner at our house
  - White Elephant Gift Exchange at work
  - Lighting of the Christmas Tree Downtown

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o Holiday parade

- Activities ~ Make a list of the activities that you like to do during the holidays. I have listed a few activities to get you started
  - Movie Marathon
  - Board Games and Cards
  - Feeding the homeless
- Traditions ~ Make a list of the traditions that you want to remember year after year. Determine which ones you will do this year.
  - Cutting down the tree and stopping for hot chocolate
  - Black Friday Shopping
  - Making ornaments out of dough art
  - Opening one present on Christmas Eve

Circle or highlight the ones that you agree upon as a family and schedule them into your calendar. Keep this list for next year as a starting point.

A ~ Action

- It is time to get to work. Determine which Preparation lists you will use and start to fill them out. Identify all of the tasks necessary in order to have a fantastic holiday and then make it a goal to delegate as many of those items as possible.
- 5 D's
  - Delegate

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- Delay
- Delete
- Double up
- Do
- Modify the 5 D approach once you have your initial list of tasks

### C ~ Caring for YOU!

- What do you need to be working at 100%
- PMA ~ Positive Mental Attitude
- Filling your tank so that you can be of service and support to others

### E ~ Enjoy & Evaluate

- Stress free holiday season with preparation
- Evaluate what went well and what you would do differently next year

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## Giving Back and Being of Service to Others

What can you do during the holiday season and here forward to give back to others or to be of service in one way or another? Take some time to brainstorm by yourself or with your family and make a list here. Once you have the entire list determine at least one thing you can do this year to make a difference. I have included a couple of ideas to get you started. The sky is the limit!

- Feed the homeless
- Make cookies for my service providers (garbage, mail, etc)
- Send cards to the military who can't come home for the holidays
- Keep going.....

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## Wants and Wishes for the Holidays

Use this document to list your wants and wishes for yourself and your wants and wishes for others. Have each member of your family fill in a separate template. The wants and wishes for yourself include the items that you would like to have. The wants and wishes for others are the things you would like to have if someone were to give a gift in your name to a charity. I have listed a few to get you started.

Name \_\_\_\_\_

### My wants and wishes

Turquoise boots from Country Outfitters

Movie Tickets

Instant flavored coffee

### My wants and wishes for others

Dog food for the Humane Society

New toys for the toy drive for kids

Feed a family

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## Favorite Foods

You will have many opportunities to eat this holiday season. Take a moment to list your favorite foods in the different categories. Then you can determine which foods you will take or serve for which activities.

Ask your family and friends what their favorite foods are as well. I can remember baking my famous chocolate chip cookies anytime we would get together with friends because they would RAVE about them and it warmed my heart.

1. My favorite main dishes
  
2. My favorite side dishes
  
3. My favorite desserts
  
4. My favorite healthy dish
  
5. My famous signature food (if you don't have one, find one and claim it)
  
6. What my family likes

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## E.A.T ~ Events, Activities & Traditions

1. What are your favorite events during the holidays?
2. What are the family favorite events during the holidays?
3. What are your favorite activities during the holidays?
4. What are your family favorite activities during the holidays?
5. What are your favorite traditions during the holidays?
6. What are your family favorite traditions during the holidays?

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## Care for Yourself

Holidays can be very stressful and overwhelming. Making sure that you are well fed, watered, and that your needs are being met is extremely important during these times. I like to say, "Make sure to Love Yourself

Up!" You are the most important part of this occasion and You need to be cared for.

Unfortunately, that might mean that you are doing all of the caring for yourself. But, if we know that ahead of time and we prepare for it, the time may be enjoyable for all. By identifying what you need in order to play full out at 100% I want you to reflect on these questions. This is the most important element of this system.

What is PMA? And how do I get it? ~ Positive Mental Attitude

1. What fills you up at the holidays?
2. What drains your energy?
3. What temptations or challenges might you face?
4. What solutions can you use for those temptations or challenges?
5. Who can you reach out to for support?
6. What are the "must have's" and "must do's" in order to be at 100%?

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## Enjoy and Evaluate

With preparation you can and will enjoy the holiday season. Take some time to fill out this evaluation and keep it in your Holiday GO Binder so that you can start here next year and work to avoid some of the challenges or stressors of the year before while incorporating and building on all of the fun, family and faith.

1. What was your favorite Event?
2. What was your favorite Activity?
3. What was your favorite Tradition?
4. What were your favorite foods?
5. What were your least favorite E.A.T.'s (Events, Activities, & Traditions)?
6. What were your least favorite foods?
7. What did you feel was missing this year that you want to remember for next year?
8. What are you most grateful for?

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