



# Security Spotlight

## An Informational Guide for Securitas Clients

### End the year strong

Avoid ending the year feeling run-down. Managing stress can help keep the holiday season merry and bright. Embrace each moment knowing soon it will be just a memory.

- Reign in over-commitment and over-spending.
- Balance work, family, and social activities.
- Be supportive of others when you can and ask for help when you need it.
- Prioritize your time and stay organized.
- Make time for self-care.
- Relax and try to maintain a positive outlook.



### Manage holiday stress for a happy new year

The end of the calendar year brings a flurry of activity that can make balancing personal needs and job responsibilities—while trying to fulfill family obligations and increased end-of-year demands—highly stressful. By not letting your environment control you, it is possible to manage stress triggers and reduce the anxiety and conflict they can produce.

Before you dash off and find yourself with too much on your plate—literally and figuratively—take a deep breath. The guidance below can help keep the bustle of the season under control and help ring in a new year where the only fireworks are those in the sky.

### Organize yourself with a list

One way to reduce end of year stress is by staying organized. Get an early start to reduce the impact of unforeseen events. Create a list that includes social obligations and tasks that need to be completed and think about whether it's possible to simplify, or eliminate, any of them. Reducing your list by even one task or event can help keep you from feeling overwhelmed and keep you in the right spirit.

Assigning specific days or times for shopping, baking, and social engagements is another way to keep activities organized. Customers and colleagues are managing many of the same challenges which can make the



### Greet the new year mindfully

As you prepare to welcome the new year, consider resolving to manage stress beyond the holiday season. Rhythmic breathing can help calm the tension in your mind and body. The following technique can be practiced almost anywhere.

- Sit in a comfortable position, preferably with your feet on the floor and your hands in your lap.
- Close your eyes if you are in an environment that allows you to do so safely, such as at home.
- Imagine a peaceful setting and hold that image in your mind.
- Inhale and exhale. Focus on breathing slowly and deeply.
- Continue to breathe rhythmically for at least 10 minutes.

Begin or end of your day with this technique as part of your resolution to be more mindful and less anxious in 2022.

*These strategies are not intended to provide or replace medical advice or treatment. Always check with your healthcare provider before taking part in behavior and lifestyle changes.*

work environment tense, so remember to schedule downtime for yourself too. Allow sufficient time to complete each task, and delegate responsibilities and errands that don't require personal attention.

A list can also help keep you on budget and prevent the shock that often comes with the first bills of the new year. Making specific shopping lists for food and gifts can help keep you on task and on budget by focusing errands and reducing impulse purchases made during last minute scrambles for forgotten items. Set a budget and stick to it. Take advantage of sales and consider gifts from the heart instead of store-bought ones.

### Manage emotions

Set realistic expectations and avoid overcommitting. Expecting perfection can increase anxiety and lead to unnecessary conflicts. Be flexible and remain open to creating new traditions. Accepting every invitation or request can leave you feeling

resentful and overwhelmed. Prioritize how you invest your time and energy, by separating what needs to be done now from what can wait or be done by someone else. Saying "no" can be empowering and helps lessen the emotional strain of trying to be all things to all people.

Whether it's people or activities, having too much or too little can both increase stress. For those unable to spend time with family or who are experiencing the loss of a loved one, calling relatives, gathering with friends, or joining public social events can facilitate comforting human interactions. Acknowledging feelings and validating emotions can help you recover more quickly from negative emotions. Practicing healthy habits is another way to manage emotions and keep stress under control. Quality rest, healthy meals, and exercise all help elevate your mood. If you do choose to indulge in a treat or by skipping a workout, be kind to yourself. Enjoy the moment a resolve to make a healthful choice next time.

