

# Work on easing back into your job routine

CHRISTMAS is over and we're into the new year.

For most of us, it's time to switch from holiday mode and head back to the reality of work.

According to employment guru Sarina Russo, employees need to prepare themselves mentally and physically before heading back.

Here are her top tips for getting back into work mode:

**Exercise** – rejuvenates you and helps clear your mind allowing you to mentally prepare yourself for the challenge of getting back to work.

**Relax** – rest before returning to work. Holidays can be stressful with the logistics of family gatherings, gifts and big meals.

**Reflect** – what tasks you were doing just before you went on holiday and was anything left unfinished?

**Clean up** – putting away your holiday decorations will help you mentally move on. Clean your house as a cleaner environment helps cultivate peace of mind.

**Check your email** – if you have access to your work

email at home, take 30 minutes and review your inbox.

**Communicate** – once back at work, speak with your boss and colleagues to make sure you're focused on the right duties and everyone is on the same page.

**Get ahead of the game** – ensure those outstanding holiday tasks are done quickly so you're on the front foot while your colleagues are still getting back into work mode.

