



## Holiday Week Manager Checklist

Your quick guide to keeping standards high when everyone's in "mental vacay" mode.

*Provided by CorAlign HR Consulting LLC*

### 1. Set Expectations Early

- Share a quick reminder about goals and priorities for the week
- Re-communicate standards without being stern
- Acknowledge the holiday chaos (they'll appreciate it)
- Suggested script: "Holiday weeks get busy and a little chaotic. Let's stay intentional and communicate clearly so we can finish strong."

### 2. Break Work Into Bite-Sized Wins

- Assign smaller, short-term tasks
- Keep the finish line close (hourly or half-day goals)
- Celebrate quick wins to build momentum
- Use phrases like: "Let's knock out these two priorities first and then regroup."

### 3. Stick to Routine - Avoid New Projects

- No new systems, menu items, processes, or "quick ideas"
- Delay anything non-essential until after the holiday
- Keep work predictable and familiar

### 4. Communicate More (Without Hovering)

- Do short, consistent check-ins
- Clarify priorities for the next few hours
- Ask what's blocking progress
- Questions to ask: "Anything in your way today?" / "What's your top priority this morning?"

### 5. Address Issues Early & Kindly

- Correct problems calmly and consistently
- Don't let small slips turn into big January regrets
- Reinforce standards with supportive language: "I know it's a busy week, but let's get this corrected and reset together."

## 6. Over-Communicate Schedules & Coverage

- Send schedule reminders
- Confirm who's covering what (in writing)
- Clarify deadlines - which are firm and which can flex
- Reconfirm on-call plans

## 7. Protect Team Energy

- Keep workloads reasonable
- Allow mental breaks
- Offer sincere, specific appreciation
- Treat people like humans first

## 8. Use Specific, Meaningful Gratitude

- Praise actions, not general effort
- Call out wins in real time
- Reinforce the exact behaviors you want repeated
- Examples: "You handled that customer so well - thank you." / "Thanks for stepping in with the schedule; it really helped today."

## 9. Give Yourself Grace, Too

- Acknowledge that this week is hard
- Take short breaks when you need them
- Set boundaries where possible
- Remember: steady > perfect

## Quick-Glance Summary

- Set expectations
- Assign small wins
- Stick to routine
- Communicate clearly
- Address issues early
- Confirm schedules
- Protect energy
- Give real gratitude
- Extend grace (to them + to yourself)

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