

Neap

Everyone deserves a little couch-time.



Monthly Wellness Seminar

Time Well Spent:

Boosting Productivity and Managing Holiday Stress

with 'Maven' Miara Shaw

November 2025

BREATHE



Welcome from 'Maven' Miara

- A maven is a trusted professional that shares her/his knowledge with others.
 - Executive Coach
 - Life & Business Strategist
 - Training Facilitator
 - Podcaster & Public Speaker



Poll: What is your biggest challenge heading into the holidays?



A) Too much on my plate



B) Low energy/burnout



C) Guilt about not doing enough



D) Keeping things running smoothly

Boosting Productivity and Managing Holiday Stress

- 
- **Permission to Pivot: Redefining Your Holiday Rhythm**
 - **Protect Your Peak Hours: Sleep, Work Smarter & Not Longer**
 - **Joy as Fuel: Making Celebration Part of Your Productivity Strategy**

A cozy winter scene featuring a red mug on a patterned blanket in front of a window. The window shows a snowy landscape with evergreen trees. The text "Permission to Pivot: Redefining Your Holiday Rhythm" is overlaid on the image.

**Permission to
Pivot: Redefining
Your Holiday
Rhythm**

#MavenTalk

The most productive thing you can do during the holidays is give yourself **grace** to honor the season's unique **rhythm**.

Attainable Action

Calendar Priority Audit (November – December)

- Delegate, Delay or Delete

Identify 3 Personal Joys (November – December)

- Don't check work emails while off, spend quality time with children/family member, volunteer with a non-profit, sleep in, grocery shop online, connect with friends

A cozy winter scene featuring a red mug on a patterned blanket in front of a window. The window shows a snowy landscape with evergreen trees. The text is overlaid on the right side of the image.

**Protect Your Peak
Hours: Sleep, Work
Smarter & Not Longer**

#MavenTalk

Your **time** is your most **valuable** resource. You can't get time back.

The version of you that gets consistent sleep shows up sharper and has the emotional bandwidth to move through holiday chaos with grace. Rest isn't a reward for productivity—it's the foundation of it.

Attainable Action

Identify your highest energy time of day

- A) Morning B) Midday C) Early Evening D) Late Evening
 - What can you work on during this energy window? (project work, client connections, 2026 planning, non-negotiable work)
-

Create a Sleep Boundary

- Identify 1 thing you will stop doing 30 minutes before bed (scrolling, working, watching TV)
- Replace it with something that signals rest (reading, stretching, quiet time, gratitude moment)

A cozy winter scene featuring a red mug on a patterned blanket in front of a window. The window shows a snowy landscape with evergreen trees. The text "Joy as Fuel: Making Celebration Part of Your Productivity Strategy" is overlaid on the image.

Joy as Fuel: Making
Celebration Part of
Your Productivity
Strategy

#MavenTalk

**Moments of genuine
celebration, joy and connection
actually replenish your
capacity.**

Attainable Action

Schedule a "Joy Appointment" per week through EOY

- Lunch with a friend, decorating with music, walk to see lights, sitting in an outdoor space, dancing, quietly enjoying a coffee/tea alone
-

Create & Practice Transition Rituals

- Before you leave the office or close your laptop, take 2 minutes to write down your top 3 priorities for tomorrow—this clears your mental tab.
- Then on your commute or walk to another room, do something that marks the shift: play a specific playlist, take five deep breaths, or call someone you love.

A cozy winter scene featuring a red mug on a patterned blanket in front of a window. The window shows a snowy landscape with evergreen trees. The text "Random Acts of Kindness" is overlaid in yellow on the right side of the image.

Random Acts of Kindness

Have a safe & peaceful holiday season!



Access Your NEAP Benefits

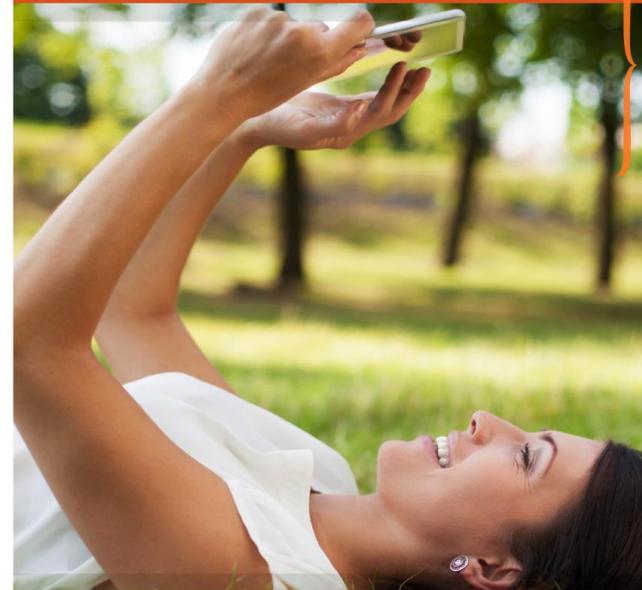
☐ Online:

- ☐ www.neelyeap.com company page
- ☐ Live CONNECT
- ☐ iConnect You App
- ☐ Use your company code from benefits flyer

☐ **24/7 Hotline: 866-212-6096**

EAP Benefit Spotlight

Employee Support Program
MEMBER WEBSITE



FEATURES INCLUDE

- Comprehensive library of topics including relationships, communication, emotional resilience, wellness, career, consumer tips, and more.
- Direct access to experts through instant messaging.
- Seven Content Divisions: Parenting, Aging, **Balancing**, Thriving, Working, Living, International

Connect to resources and experts online

Resources and support are right at your fingertips with your employee support program's website. The site offers options to instant message with or email our experts or browse a robust library of articles and resources to support your wellbeing at every stage of life.

TOLL-FREE: 866-212-6096
WEBSITE: <https://neelyeap.helpwhereyouare.com>
COMPANY CODE: Enter Company Code



TIME WELL SPENT

BOOSTING PRODUCTIVITY & MANAGING HOLIDAY STRESS

THINGS TO REMEMBER



Permission To Pivot

- Give yourself grace to adjust when you need to without getting lost in chaos. Honor the season's unique rhythm.
- Some people might get upset but it's about doing what's best for everyone, including you!



Protect Your Peak Hours

- Work smarter not longer! Don't abandon sleep hygiene for the sake of the schedule.
- Have a healthy balance with work-life boundaries. If you're offline, STAY offline! This is your time and it deserves to be enjoyed.



Rest Is Not a Reward

- Most valuable resource can't get it back.
- It fuels your most optimal work.
- Gain patience, more relaxed.



Schedule a "Joy Appointment"

- Something that brings you and the other person **Joy**.
- Take a walk to see the Christmas lights.
- Dancing or quietly enjoying a cup of coffee.



"The most productive thing you can do during the holidays is give yourself grace to honor the season's unique rhythm."— **The Maven, Miara Shaw**

