Holiday Self-Care Checklist

A little planning. A little balance. A happier season.

Use this checklist to balance the demands of managing your rheumatology practice with the personal time you deserve.

WORK

- [ ] Review holiday staffing schedules and ensure adequate coverage
- [ ] Communicate holiday hours and scheduling changes to patients and staff
- [ ] Identify outstanding prior authorizations and infusion-related needs
- [ ] Delegate responsibilities and establish clear expectations for the team
- [ ] Recognize employees for their hard work and contributions
- [ ] Set realistic year-end deadlines and prioritize essential tasks

PERSONAL

- [ ] Schedule personal time and protect your days off
- [ ] Make time for regular meals, movement, and adequate sleep
- [ ] Set boundaries around after-hours work and communication
- [ ] Spend meaningful time with family and friends
- [ ] Prepare a manageable list of priorities for the new year
- [ ] Give yourself permission to enjoy the holiday season