Getting things done early will save your adrenal glands. Review this list, cross off what does not resonate with you, add what does into your calendar and embrace the calm of the holidays

Holiday Sarity Checklist

(For your business)

October

Decide holiday hours: **make a poster to have** @ **your front desk**, schedule when to post your hours. (This includes all social media, website, posting in your office, voicemail, auto-responders)

Holiday Specials: What, When, How & To Whom? Break down & Delegate

oliday Cards: Yay or Nay? If Yay, Order cards, get stamps, pull mailing list, start addressing

Hire part-time employees if need be

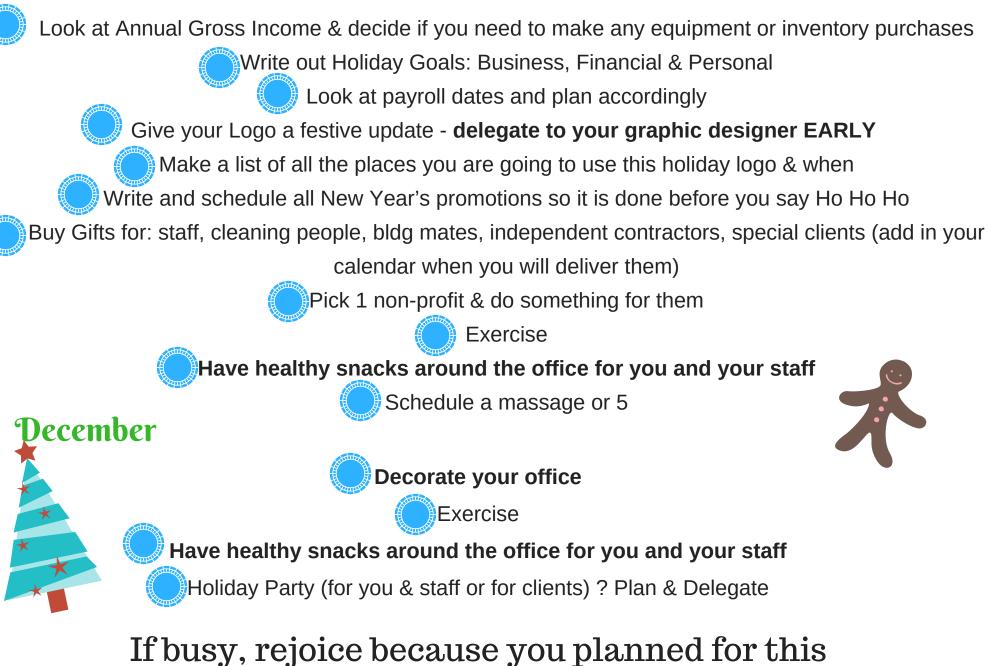
Order inventory/stock up

Exercise



Have healthy snacks around the office for you and your staff

November



If slow, rejoice & prep for your next rush of business