



Holiday Sanity Checklist

(For your business)

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**

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
- Holiday 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



Look at Annual Gross Income & decide if you need to make any equipment or inventory purchases



Write out Holiday Goals: Business, Financial & Personal



Look at payroll dates and plan accordingly



Give your Logo a festive update - **delegate to your graphic designer EARLY**



Make a list of all the places you are going to use this holiday logo & when



Write and schedule all New Year's promotions so it is done before you say Ho Ho Ho



Buy Gifts for: staff, cleaning people, bldg mates, independent contractors, special clients (add in your calendar when you will deliver them)



Pick 1 non-profit & do something for them



Exercise



Have healthy snacks around the office for you and your staff



Schedule a massage or 5

December



Decorate your office



Exercise



Have healthy snacks around the office for you and your staff



Holiday Party (for you & staff or for clients) ? Plan & Delegate



If busy, rejoice because you planned for this
If slow, rejoice & prep for your next rush of business