

TRANSFORMING COMBAT ZONES INTO COMFORT ZONES

Newsletter – November/December 2010

In this season of giving, I wanted to share some organizing tips that will make this a more enjoyable and hopefully less stressful holiday season for you. In addition, I invite you to visit [my website](#) as the content has been expanded, there are additional tips and the page layout has been given a facelift.

Holiday Organizing Tips

1. Share the work; share the fun!

If you will be hosting a gathering, large or small, plan out the menu and tasks that need to be done. Once the plan is in place, give your guests assignments for everything from contributing to the food or drink choices to helping set up and clean up.

2. Be selective!

If you get a gift that you really, really don't like, doesn't fit or won't ever use, don't stuff it in the back of a closet to be forgotten. Avoid creating unnecessary clutter. Offer it to someone who is the right size and likes it or exchange it for something more to your liking.

3. Keep a to-do list!

The holidays are an extremely busy time for most people with the seemingly endless number of invitations, short work month and holiday preparations. This is the perfect time to keep a running list of all the tasks that need to be addressed as trying to constantly remember them creates lots of unnecessary stress.

4. Use your calendar!

In addition to keeping track of meetings and parties, be sure to block out time for shopping for gifts, sending holiday cards and wrapping up projects before you depart for your end of year vacation.

5. Maintain a balance!

With so many activities and so little time, it is really important to pick and choose which events to attend. You will want to select those that will make the best use of your time, ones that you are more likely to enjoy (after all it is the holidays!) and to maintain a good balance between work and personal engagements.

Gift Certificate

If you are having trouble finding that perfect gift for someone on your holiday shopping list, consider giving them the peace of mind that comes with a [gift certificate](#) from The Organizing Zone.

Have a very happy holiday and a healthy, prosperous and organized New Year.