

# Quick Holiday Organizing

from Space 4U

## Holiday Organizing

- ✍ I have my binder.
- ✍ I still need: \_\_\_\_\_
- ✍ I have the travel documents.

### Calendar:

- ✍ Family daily schedules are on it.
- ✍ The party is scheduled.
- ✍ I have time set aside for:
  - cleaning the house;
  - cooking;
  - decorating;
  - shopping;
  - wrapping.
  - travel and/or family guests;
  - the events I want to attend.

## Budget

I know the amount to spend:

- ✍ ...gifts.
- ✍ ...on the party.
- ✍ ...on the travel plans.

## Decorating

- ✍ I know what I have and what I need.
- ✍ I have time set aside on the calendar.
- ✍ I have/need helpers.
- ✍ I have bins and labels to de-decorate.
- ✍ I know when the decorations will be taken down.

## Gifts

- ✍ I've made up my gifts list.
- ✍ I've found gifts already purchased.
- ✍ The wrapping area is ready.
- ✍ I have materials to make gifts.

## Cards & Newsletters

- ✍ I have cards.
- ✍ I have correct addresses on a list.
- ✍ I have stamps, colorful pens ...
- ✍ I have a "card kit."
- ✍ The newsletter is ready to print.

## The Party

- ✍ Invitations are mailed.
- ✍ Menu is planned.
- ✍ RSVP list is ready.
- ✍ Time is set aside for picking up the house.
- ✍ Outfit is ready.
- ✍ Shopping trips are in the calendar.
- ✍ Babysitter all set.
- ✍ I have/need helpers.

## Events

- ✍ RSVP's are done.
- ✍ I've bought what I need to bring.
- ✍ Tickets are in my wallet.
- ✍ Outfits are set.
- ✍ Babysitter is set.
- ✍ Emergency contact information is ready.



## Holiday Organizing Tips 4 U!

- ✍ Decide what's most important.
- ✍ Learn to politely say "No, thanks."
- ✍ Use lists or a planning system.
- ✍ Ask for help. Be proactive.
- ✍ Write down this year's stressors to help *next year*.

### My Notes/Ideas



### Simplify Your Life - Get & Stay Organized

Sue West of Space4U, LLC

*Creating more time and space for you,  
your family or your small business.*

"In two short years, I went through several major life changes and found myself in what I call the 'second chapter' of my life. These life events made me decide *who and what is important*.

I simplified my "stuff", my relationships, my time and my life, down to what really mattered. As a result of this 'organization' process I found I had more time to spend with the people and activities

most important to me." It is my passion to help others move on comfortably - just as I have."

Services: how to "get it all done" at home and at work; developing systems for your growing small business; mail and e-mail organizing; conquering paper piles at home and in your business; downsizing and moving support; setting up a new home; reorganizing due to life events (e.g. new baby).

*Simplify Your Life - Get & Stay Organized*