

## Organizing Café:

**Get Organized Month is January 2007. Join me for a free teleconference to help you Get Organized in 2007.**

**[Click Here to reserve your spot on Monday, January 22 at 8 PM eastern.](#)**

## Consider This:

Become a statistic!  
Did you know that not everyone send Christmas cards, buys for all children in an extended family, likes to bake, or hangs lights on their gutters.

If these and others cause you stress and frustration over the holidays, talk to your family about ways to stay organized and enjoy the holidays to the fullest.

Holiday spice storage info:  
<http://www.mccormick.com/content.cfm?id=11985>  
Proof that nothing lasts forever!

## Making Your Holiday Lists

Some of us love lists. Others, not so much. But one thing is certain, few of us can keep everything we need in our heads these days. If you find yourself with more *senior moments* than *Kodak moments* this time of the year, rethink your list strategy.

Remember simplicity, joy, and treasured relationships are the cornerstones of the season. Keep these on your lists, and you'll make it through with plenty of good cheer to spare.

## And Checking Them Twice

- Think of lists as things you get to do, and not things you have to do. If you are fortunate enough to have family to invite over or parties to attend, remember to count them as blessings.
- Stick to one master list. Renegade sticky notes don't cut it. Keep a list page in your planner, or buy a special notebook and decorate it for the holidays.
- Ensure your list is portable so you can always have it with you.
- Do a weekly to-do list rather than a daily to-do list. This keeps you out of fire drill mode and allows for flexibility in your day.
- Create deadlines for items on your list. If something can be put off until after the holidays, move it off your list or to the bottom.
- Prioritize, Prioritize, Prioritize! Remember the 80/20 rule. Rather than working your list randomly, focus on the 20% of your list that will make the biggest difference in your life.

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**Simple Tip: If you haven't already, order and establish a new calendar in your planning system for 2007.**

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