

Holiday Gifts Under \$20 for Busy Families

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Each calendar has a full page for "Next Year's Events" and frequently called phone numbers.

Former college roommates, Anderson and Browne met while students at Douglass College in New

Get Organised for Christmas... NOW!

By Lorraine Pirihi

Hasn't time flown? Only six weeks to Christmas!

Your Business Checklist

Have you planned and booked the venue for your team break-up?

Holiday Gifts Under \$20 for Busy Families

Do you know who will be having holidays and who will be working?

Do you need to find out the availability of clients and suppliers over Christmas?

Have you arranged a planning day to set your goals for 2005?

Who will you give gifts to this year?

What marketing activities need to be organised in the lead up to the end of the year?

What else do you need to do to ensure you are as prepared as possible?

Your Personal Checklist

If you're going on holiday, have you booked it?

When will you service your car?

What do you need to do to achieve your personal goals for this year?

Who will you buy gifts for this year?

When will you shop for those gifts?

What else do you need to do to ensure you are as prepared as possible?

Plan Everything In Your Diary

The Final Word

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