

# Christmas Without Chaos

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Pssst...want to know an easy way to reduce chaos and stress?

**PLAN!!!**

That is exactly how we are going to increase our sales, the number of women we facial, the number of women we recruit AND do the things that are important to us and our families this holiday season. It is all about creating HARMONY that works for you.

Easier said than done? You never know until you try!

Remember:

- 1) Start early and decide how you will be marketing your products and services these last four months of the year. Prepare your Christmas Binder to keep it all in one place!
- 2) Thanksgiving is ONE day, not the entire month of November. Christmas is ONE day, not the entire month of December. *(Yes, many people have more than one celebration...and many people do not!)*
- 3) You must have goals for sales, faces, sharing opportunities and Income Producing Activities (IPAs) each month and keep them in front of you and TRACK them if you are to meet them. ***Your business will lag if you do not work these last few months of the year and it will take you months to catch up.***
- 4) It is imperative you write down everything that is important to you (or your family) that you do during this time. This means having a conversation with them and not assuming *anything!* *Is it important to you that you make cookies, and if it is, then is it important that you make them from scratch because it is a treasured family recipe or is the important part that you spend time with loved ones doing this activity and premade dough would be just fine. Or HEY - don't want to bake? Bakeries make great cookies. Have some fun slathering premade frosting on them. There are no right or wrong answers – you have to decide! Sometimes we do things simply because we have always done them. Evaluate them as a family. Keep what you cherish, and consider redesigning or letting go of those that do not bring you happiness. You get the idea!*
- 5) Once you have your detailed list (feel free to look at the list of possibilities on the attached pages – it is not exhaustive and you won't have everything on that list on *your* list...and if you do... you are in trouble sister! :)
- 6) Once you have your list, write on the calendars any events you will be attending or that you will be sending in goodies or presents for such as school parties.

- 7) Then mark out times you have available to work your business and schedule appointments in those times. The number of time slots you reserve for business should reflect what your goals are (see #3!). Those times will be transferred to your Weekly Plan Sheets. Don't forget to schedule your Mary Kay Holiday Open House if you're having one!
- 8) Schedule your other activities/tasks on the calendars to be done as soon as possible to avoid rushing. *What can you get done early????*  
**Rushing = Stressing!** Plus, the more you get done and delegate early in this season, the more time you will have to be flexible with later when it snows and you want to go out and play in it and enjoy hot chocolate afterwards!  
*For instance, are you sending out greetings this year? If so, are you doing cards, a letter that you can copy, or a photo card? You can get those done now, and probably even delegate someone doing address labels for you. Someone else can buy stamps at the post office.*  
*Another thing that seems to sneak up on people is medical things they want to squeeze in before the end of the year because they have already met their deductible. If you haven't had your annual physicals yet, get those done in September (but check with your insurance company first—some may make you wait until exactly a year before you get it done again...but if you missed getting it done last year then you can probably get it done at any point this year.)*
- 9) When it makes sense, clump activities together as much as possible. For instance: *Count how many grab bag gifts that each person in your family will be giving and get those purchased (from your store when appropriate) within a few hours and ready to give - DONE - check! (You think about it once and not 12 different times and 12 different trips to shop for something.)*
- 10) Once you have your list, make a note next to it if *you* are the only person who could do that task (or if you *want* to do it because it brings you pleasure) – *write ME next to it*. Then go back through your list, and write down the name of the person you are going to ask to do that task or part of it. *For instance, if you really want to bake those cookies, can someone else do the shopping for needed items? Discuss with them by what date that can be done and write that down.*

### **DELEGATION = FREEDOM**

*The point is not to be so rigid that we schedule every minute of our time, but rather to get the “there's so much to do I don't know when I am going to get everything done” feeling to go away. When that goes away, you will feel much less stressed and enjoy the season much more!*

### Possible Tasks

(Write who is going to do the task on the lines and then transfer the tasks to your Christmas Without Chaos Calendar Pages)

\_\_\_\_\_ Thanksgiving Preparations

*Notes:*

\_\_\_\_\_ Sending Holiday Greetings

\_\_\_\_\_ Decide what type

\_\_\_\_\_ Order or buy necessary items

\_\_\_\_\_ Personal greeting? If so, who is writing it?

\_\_\_\_\_ Create address labels

\_\_\_\_\_ Buy stamps

\_\_\_\_\_ Mail them!

\_\_\_\_\_ Attending Christmas Programs, Get-Togethers, Visits With Family  
And Friends, Other Special Outings

*Dates and Places:*

\_\_\_\_\_ Volunteering Anywhere? Bringing items to parties?

*Dates, times, places*

\_\_\_\_\_ Decorating Your Home

\_\_\_\_\_ Inside

\_\_\_\_\_ Outside

\_\_\_\_\_ Putting up Christmas Tree  
\_\_\_\_\_ Christmas Caroling  
\_\_\_\_\_ Drive to See Christmas Lights  
\_\_\_\_\_ Picture Taken With Santa Claus (*When and Where?*)  
\_\_\_\_\_ Other Family Traditions (that you want to keep):

\_\_\_\_\_ Christmas Gift Shopping  
\_\_\_\_\_ List of who to appreciate (include items for grab bags for  
\_\_\_\_\_ Kids or office parties)  
\_\_\_\_\_ Getting gift ideas  
\_\_\_\_\_ Shopping for the gifts (don't forget your own "MK Store")

\_\_\_\_\_ Making Christmas Gifts?  
*Notes:*

\_\_\_\_\_ Wrapping Gifts  
\_\_\_\_\_ Buy necessary supplies (Make a list of how you want to do  
\_\_\_\_\_ that this year. What do you need?  
\_\_\_\_\_ Wrapping paper, tape, scissors,  
\_\_\_\_\_ bows and tags or just gift bags and tissue paper?)  
\_\_\_\_\_ Wrap them!

\_\_\_\_\_ Making Goodies  
\_\_\_\_\_ What is important for you to actually *make*? Make a list!  
\_\_\_\_\_ Get the recipes together so they are ready when you  
\_\_\_\_\_ need them.  
\_\_\_\_\_ List ingredients needed.  
\_\_\_\_\_ Buy needed items

\_\_\_\_\_ Getting Your House Ready for Company (above and beyond normal  
cleaning).  
***May I suggest professional cleaners?*** You will KISS yourself for it  
AND your family will KISS you for not being so stressed and  
tired! Remember, YOU set the tone for the household.  
Hold a party and pay for it! (*Think of it this way:*  
*Less stress is a gift to you and your family and cash is*  
*a gift to the person you hire who probably needs it for Christmas anyway!)*

\_\_\_\_\_ Are you traveling? Who will be making those arrangements and preparing for the trip?

\_\_\_\_\_ Thank You Cards

\_\_\_\_\_ Buy cards & stamps

\_\_\_\_\_ Write and mail thank you cards

\_\_\_\_\_ Taking Down Tree

\_\_\_\_\_ Putting Away Decorations

\_\_\_\_\_ Clean Up Afterwards