



OrganizeU

From the Desk of

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www.organizeu.ca



Organized to the Max

ORGANIZATIONAL EFFECTIVENESS AND PRODUCTIVITY CONSULTANTS

www.organizedtothemax.com

**Deck the Halls with Matzoh Balls!**  
**Get Organized to the Max!**

Twas six days before Christmas and all through the house  
 So much was amiss, I felt like a louse  
 The presents were scattered, unwrapped all around  
 And the decorations, in boxes, were all on the ground.  
 The soot in the chimney unfortunately was still there  
 With hopes that Dear Santa would not slither down bare!!!  
 The children were nagging, and tired and worn  
 With visions of unavailable gifts to receive Christmas morn  
 While back at the office was accumulating a trail  
 Of telephone calls and faxes and tons of e- mail  
 When really at this time we don't give a care  
 It's Christmas we really don't want to be there!!

It indeed is that time of year again. How can this speaker, trainer and consultant who is a “nice Jewish Girl” born on Christmas Day help you with the awesome tasks, you ask...By applying the typical organizing principles.

***Decide what is important in terms of values and priorities***

Everyone has their own traditions during this season. Take stock to determine if they are still meaningful to you. Get rid of those that leave you tired and joyless and incorporate some new meaningful activities that bring you closer to the important aspects of your world. Journal your ideas and decide what to simplify/ Answer the following questions:

- What is your idea of a perfect festive season?
- What are you not
- What do you fondly remember?
- What are you not doing that you used to love?
- What do you remember with regret?

***Organize your environment***

Declutter and simplify your environment by removing everything you have not used in the past year. Organize a Christmas Centre for all items and activities. Sort into proper categories for the season, set up checklists, alphabetize and label. Place all seasonal items together in one place and then sort and zone into categories.

***Manage your time***

Set goals for all the Christmas categories and eliminate unnecessary and unwelcome tasks. Set up a Christmas calendar with weekly plans and create small pockets of time to take care of each item. Take advantage of time saving techniques by delegating, sharing, swapping, hiring, bribing, cajoling or threatening. Order everything and invite everyone early.

***Eliminate obstacles***

Factor in times for rest, relaxation and pampering. Embrace the stress of Christmas by dwelling on the joys of the season. Anticipate the let-down and take steps to deal with it. Ask for help or delegate. Simplify! Simplify! Simplify!

***MaxTip***

Understand the difference between excellence and perfection. Look where Martha Stewart spent her Christmases past! All that perfectionism does not necessarily pay off.

The ultimate goal is to spend time with yourself family and friends.

Best wishes for a Happy, Health and Organized Holiday Season.

Ann Max  
President

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