



Get Those Christmas and Holiday Cards Out On Time

Nemock, LLC, December 13, 2005

URL: <http://www.pr9.net/home/family/3209december.html>

The Time Management Guy shares 6 tips to help get Christmas and Holiday cards out on time this season without the typical stress and mad rush to the Post Office.

PR9.NET December 13, 2005 - With Christmas just around the corner, many people begin the mad rush to send out all the Christmas cards they resolved to send out on time last year. No matter what the retail stores choose to call the season, many people purchase stacks of holiday cards with the intention of sending them all out. In the chaos of the season it's difficult for many to master such a task because they don't have a system that applies basic time management skills to getting their cards out on time. Breaking the task down into small chunks makes it easy to get done on time. This is the essence of effective time management and can help you have a very Merry Christmas.

Here are some tips for breaking this process down and to let friends and family know you're thinking of them before this Christmas is over, courtesy of <http://www.the-time-management-guy.com>.

1. Decide your priorities. Is it really a priority for you to send out Christmas and holiday cards this year? If it is, then make that affirmation. Now that you know this is a priority for you, take action.
2. Make a list. It may sound cliché but without a list, how do you know who you've left off of it? Make your list on a large sheet of paper. Write down the names of all the people to whom you wish to send cards.
3. Use color to break down the list. Somewhere on your list, use a few colored markers, pencils or crayons and make a little key to help you break it down. Use red for people you want taken care of immediately. Use blue for Hanukkah cards. Don't make any more categories than absolutely necessary but make enough to help you break down the task.
4. Make one shopping trip. Now that you have your list, go out and buy the cards and stamps. If you're not sure if a card is going to need extra postage, take it into the post office with you and have it weighed.
5. Make the card the backdrop for your greeting. It's not necessary to buy the fanciest cards for everyone. Purchase cards that reflect your personal style and your message for the season, but make what you write in the card your personal greeting.
6. Get help. Younger children can take completed cards and apply a return address label and the stamp. Older children can help address the envelopes and even look up the addresses in your contact manager. Help turn the task into a fun event.

You can find out more about how good time management can help the entire family get more done, reduce holiday stress, and give you more time by reading the "Super Tactics of Time Management Experts" at www.the-time-management-guy.com

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About Nemock, LLC

Nemock, LLC is a leading consultant in online publicity, Internet product development and Search Engine Optimization to help small to medium sized companies establish a niche and find their market on the Internet.

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