

4th Quarter Planning Questions

Assessing Scheduling Needs

Ask yourself these questions and clearly outline/timeblock all activities, days off, etc. in your calendar.

- When are you working and when are you taking time off?
- What family commitments do you need to schedule?
- What special events do you need to schedule?
- Are you hosting any events?
- When will you prepare for those events? Plan & schedule all pre-, during and post-event activities.
- Any holiday baking you need to plan?
- What special child care is needed?
- When will you put up and take down holiday decorations?
- When are you doing your holiday shopping?
- What self-care rituals do you need to consider and plan ahead for, so you don't burn-out due to year-end stress?

Assessing Purchasing Needs

Ask yourself these questions and clearly outline all purchasing needs.

- Are there any teacher gifts you need to purchase or coordinate?
- Do you need to purchase hostess gifts?
- What hair, makeup, wardrobe needs do you have to feel and look your best this holiday season?
- Have you outlined your holiday shopping and cooking lists?
- What budget do you need to keep in mind?

Assessing Business Needs

Ask yourself these questions and clearly outline/timeblock all activities in your calendar.

- Are you sending client gifts or cards?
- If so, what are you providing, and when, where, and how will you distribute them?
- How can you support your employees during this season?
- When are your employees working and when are they off?
- Are there year-end bonus plans for your team? If so, when, how and where will they be scheduled?
- When will your corporate holiday decor installations and take-downs happen? (Consider outsourcing!)
- Are you having a company holiday party? If so, plan & schedule all pre-, during and post-event activities.
- When are you doing your year-end business review and business planning for the upcoming year?

