



ORGANIZING YOUR EMPLOYEE HOLIDAY CELEBRATION

“To achieve great things, two things are needed: a plan and not quite enough time.” – Leonard Bernstein

It's already December, and we have officially entered holiday season! If you are wondering where the time goes, you are not alone. The hectic pace of the holidays can sneak up on even the best of planners and leave them scrambling with last minute preparations. If you are among those who are still figuring out their company's celebration plans, we might have something for you. Even though pressure is mounting, there is still time to plan a party by following the tips below. We hope you enjoy this month's InfoPays!



1. Select the date.

You don't have to have everything decided to set a date -- get the ball rolling by getting the vote and inking a date on the calendar. Understandably, don't be concerned with pleasing everyone as that is simply not possible. Instead look for the majority vote and get on with the planning. Thursday or Friday are ideal but stay open as options are closing in, and you can perhaps go with a weekday to make finding a place a little easier.

2. Determine the budget.

The budget you have at your disposal will determine many things such as the choice of venue, food, gifts, theme, etc.

3. Select the venue.

Finding the venue is a major milestone in your holiday party planning. Source up options for locations that are easily accessible to your employees, that are within budget and that have availability for your desired dates. Good venues get booked up quickly, but with the Internet on your side, you can potentially find some hidden gems that you may not have been aware of.

4. Decide on the menu.

Food is a hugely important component that can make or break the party. If your selected venue serves food, then it's an easy choice. If not, then perhaps sourcing up a few catering companies that will deliver and serve food to your guests is your next best bet. Lastly, don't forget to accommodate for dietary requirements to the best of your abilities and according to the needs.

5. Organize team building activities.

A holiday party is a great way to boost employee morale. What were the star moments of the year? Who were your best employees and what did they achieve? Celebrate them by sharing their accomplishments with the team.

6. Ask for feedback.

Design a short survey to collect feedback from employees or colleagues. Ask questions about what things they liked and what things they didn't like as much. This will be invaluable in your planning efforts the next year and will help you plan an even better event.

SELF-IMPROVEMENT TIPS

"There is nothing noble in being superior to your fellow man; true nobility is being superior to your former self."
— Ernest Hemingway

We all like to improve and become better people than we were yesterday. However, most personal change is hard and doesn't just happen but rather requires a conscious effort, deliberate action, and persistence.

For this month's InfoPays, in our familiar style, we are sharing 5 simple tips that you can start implementing today to get to a better you:

1. Start the day right.

Having a solid morning routine is more important than most people realize. Whether that means waking up earlier to have a homemade breakfast, or taking time for a quick exercise, or spending time in nature, mornings are powerful because they set the tone for the rest of the day.

2. Set clear goals.

Goal setting is at the core of self-improvement. Visualize a better self. Does your better self have strong time management skills? Or perhaps your better self is more patient? Or you are interested in becoming someone who can quickly build relationships at work. Whatever the desired improvement is, you cannot achieve it before you have identified it.

3. Keep a schedule of events and activities.

A personal to-list is where most people start. Set a few small goals for each day. Once you cross them off, you instantly feel the benefits to your overall well-being by knowing that you have accomplished whatever you set out to for that day.

4. Accept the things you cannot change.

Dwelling on things you have no control over is a futile pursuit. You can rarely move forward in the direction of self-improvement if you are worried about things that have already happened and that you cannot change because they simply fall outside of your power.



5. Conquer your fears.

Some say that fear doesn't exist. That it is a construct of the human mind. Whether you believe fear is real or not, learning how to control fear and not let it control you can be an active catalyst for self-betterment.

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