

KAREN CYNOWA

Make lists, check them twice for smooth holiday planning



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With the holidays upon us, we asked a small-business owner in the metro area to give our readers tips about getting organized at home and at work.

Karen Cynowa of Rochester Hills is an organizational expert and founder of Time's Up Organizing, based in Auburn Hills.

Here are some of her tips:

Make lists: Utilize every sitting moment at lunch, waiting for an appointment or watching TV. Gather lists and start shopping each week.

- **Food/grocery:** Get your menu in order for all the family and company. Pull out the recipes and make a list of all ingredients needed. Don't forget to include Uncle Buck's favorite drink and olives to go with it.

- **Gifts:** Make a list of gifts, what to buy for that person you may not remember at work or home -- the UPS or FedEx person, mail carriers, baby-sitters, coworkers, teachers, hairdressers, lawn crew. And don't forget hostess gifts and Santa's stocking stuffers.

Holiday time at work: This tends to be a slow time for many companies unless you are in retail. Start cleaning out that e-mail box now. Look ahead for any projects that may have a deadline at the first of the year and don't procrastinate.

For more information, check out the Time's Up Organizing Web site, www.thetimesup.com. Click on Life Work Balance.

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