

GET YOUR NEW PLANNING SYSTEM IN ORDER

With another year just around the corner, this is an ideal time to purchase your planner and get it all in order. While you're at it, take time to set reasonable goals for the coming year.

 SERVE

The Christmas season is so busy with family and community events, it's easy to forget the people who need us most. Make a list in your planner of neighbors who could use a visit or a ride to the store, and plan to check on them throughout the month.

 'TIS BETTER TO GIVE

There's no shortage of opportunities this month to donate to charity and help those less fortunate, no matter your financial situation. On top of that, make time to shovel a neighbor's sidewalk, scrape ice off a coworker's windshield, or open the door for a stranger.

 START A NEW HOLIDAY TRADITION

Do you go caroling at Christmastime? Do you have a favorite hot chocolate recipe? Do you have a tradition of serving those in need? Whatever it is you'd like to do to enrich your holiday experience, why not start doing it today?

 BAH! HUMBUG!

Tax filing is still a few months away, but a little prep now will pay off. If nothing else, you should at least label a file folder and have it ready for the W-2s and other end-of-year tax documents you'll be getting in the coming weeks. If you put them there as soon as you get them, you won't be searching for them in April.

## MY FOCUS FOR THIS MONTH

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## KEY DATES

- 7 LETTER WRITING DAY
- 4 NATIONAL COOKIE DAY
- 10 HUMAN RIGHTS DAY
- 12 INTERNATIONAL CHILDREN'S DAY
- 21 WINTER SOLSTICE
- 24 CHRISTMAS EVE
- 25 CHRISTMAS DAY
- 26 KWANZAA
- 26 BOXING DAY
- 31 NEW YEAR'S EVE

## WEEKLY OBSERVANCES

- 6-12 COMPUTER SCIENCE EDUCATION WEEK
- 25-5 TWELVE DAYS OF CHRISTMAS

## MONTHLY OBSERVANCES

- WRITE A FRIEND MONTH
- READ A NEW BOOK MONTH