

Gift Giving Checklist

By Sherry M. Lewis

- Gift Giving
 - Give people what they would like to have.
 - Don't waste time and money on something generic, like socks.
 - Don't buy something for someone that they could and will probably buy for themselves.
 - Avoid cheap popular items such as bestselling books and the latest DVD releases.
 - Don't spend more than the other person would be prepared to spend.
 - Taking the time to make sure gifts are packaged creatively.
 - Don't feel obliged to give gifts.
 - If you want, and you're able to, deliver your gift in person.
 - If you've sent a gift via mail or courier, don't confirm arrival by asking the recipient if they've received it.
- Gift Giving at Work
 - Consider who should be included on your gift list.
 - Before sending gifts to people outside your company, make sure their firm allows employees to receive gifts.
 - Choose a gift with the recipient in mind.
 - Check websites that offer a large selection of name-brand business and corporate gifts.
 - Before making your final selection ask yourself "Would I use or appreciate the gift?".
 - Personalize items with initials and names instead of company logos.
 - Invest in high-quality, brand name items.
 - Be sure to buy from reputable firms that offer product guarantees.
 - Shop early.
 - Send a personal note or message with the gift.
 - Avoid making people feel left out.