

# 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.