Gift Giving Checklist

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# Tasks:

☐ **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.**