

15
WEEKS
OF TIPSTO HELP YOU
**SURVIVE
& THRIVE**
THIS HOLIDAY SEASON

TWELFTH EDITION. 3 MORE WEEKS TO GO!

How to Enjoy the Holidays While Still Running Your Business

The holiday season can be both exciting and hectic. When you're trying to run a small business while you decorate, shop for presents and bake (or eat) cookies, the stress can sometimes be overwhelming. Thankfully, there are some super simple tips, tricks, and tools that can help you actually enjoy the holidays – without neglecting your business.

CONTACT.FIRSTNAME,

We know you love your customers – make sure they know too! Depending on the type and size of your business, number of customers and where they are located, you can use these tips to show your customers some love over the holidays:

Schedule Your Days

When it seems like you have a million and one things to do, organization

is a must. You can use apps like [Any.do](#) and [Evernote](#) to take notes and keep track of all of your tasks so nothing falls through the cracks.

It's also important to budget your time for your business and for holiday prep. Apps like [Planner Plus](#) can help you with this part. Once you've laid everything's out, you can relax and be confident that you'll get everything done without extra stress.

Get Out of the Office

Who says getting work done means being stuck in your office all day? It's never been easier to collaborate and keep in touch from wherever you are. While you wait for the turkey to brine and cookies to bake, log on and get some work out of the way. To keep your documents and projects up to date and accessible, you can use a project management app like [Trello](#) and a file-sharing tool like [Dropbox](#).

You also want to make sure that clients, partners and employees know your schedule and can reach you if needed. A virtual phone system like [Grasshopper](#) comes in handy here – you can include the hours you'll be available in your custom main greeting and use call forwarding to send important calls to your cell phone.

Get Festive

Getting work done during the holidays doesn't mean you can't have a little fun. After all, nothing's better than a little holiday cheer to motivate and help you plow through your workload.

Whether you have a traditional office space or just a designated room in the house, decorate your workspace and don't underestimate the mood-setting power of a holiday-scented candle. Another way to incorporate a little cheer is to listen to holiday music while you work. Spotify's [Jazzy Christmas](#) playlist is just right for getting festive without sacrificing productivity.

Running a small business doesn't mean you have to miss out on the

holidays. With a little extra prep and plenty of organization, you can enjoy the best of both worlds this season.



SHARE WITH A FRIEND THAT MIGHT ENJOY THIS ECOURSE

Email to a Friend

Tweet this eCourse

MISSED PAST EDITIONS OF OUR HOLIDAY ECOURSE?

No problem, we've got you covered! You can [download past editions here.](#)

To unsubscribe from future mailings please click on the following link:
[Unsubscribe](#)

©2015 Kabbage Inc. All rights reserved. Kabbage is a registered trademarks of Kabbage, Inc. Terms, conditions, features, availability, pricing, fees, service and support options subject to change without notice. All Kabbage business loans are made by Celtic Bank, a Utah-Chartered Industrial Bank, Member FDIC.

Kabbage, 730 Peachtree Street Suite 350, Atlanta, Georgia 30308, USA



[Legal Notice](#) | [Privacy](#)