



Holiday Gift GUIDE

CLARENDON MERCHANT SALES
BLACK FRIDAY
& **SMALL BUSINESS SATURDAY!**
NOVEMBER 25 & 26



SHOP LOCAL - LOCAL ECONOMY

Shop locally this holiday season

Shopping local this holiday season can benefit your community in various ways.

Shopping is a big part of the holiday season, when families and friends gather to reconnect and exchange gifts. While the popularity of shopping online has grown, such practices are not always eco-friendly or timely, as gifts bought online must be packaged and shipped, wasting valuable resources and time that last-minute shoppers may not have.

The benefits of shopping locally go beyond convenience and the chance to reduce your carbon footprint. The following are a few ways that shopping locally this holiday season can directly benefit

your community and the people who call it home.

COMMUNITY IDENTITY

Local small businesses go a long way toward creating a neighborhood identity, and that identity can create a stronger sense of community among you and your neighbors. In addition, a unique community identity can make your town more attractive to outsiders, and that appeal can improve the value of local real estate while also attracting more people to local businesses in your neighborhood.

LOCAL ECONOMY

When men and women shop locally, they are putting money

back into their local communities. Local small businesses may be owned by your neighbors, and it can be comforting to know that your holiday shopping dollars are going to support a neighbor instead of a large corporation. Local businesses also employ your neighbors, so shopping local can strengthen the local economy by creating jobs that may not exist if you and members of your community fail to support local small businesses.

CUSTOMER SERVICE

The accessibility of customer service is another oft-overlooked benefit of shopping locally. When buying from national chains, especially during the holiday season



when such businesses may be overwhelmed with orders, making contact with customer service departments can be a trying exercise. In addition, buying locally makes it more convenient for friends and family members who also live in your community to return their gifts.

Deck the Halls, Walls, Tables and More...

Check out our in-store specials on Lighting & Wall Décor!*



Featuring artwork by local artist Mary Martin.



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SHOP LOCAL - STAY HEALTHY

Avoid Holiday-related weight gain

The holiday season is a busy time of year dominated by social engagements. Many people find the hectic pace of the holiday season makes it challenging to eat healthy, especially since so many holiday parties include desserts and high-calorie foods.

Various studies suggest holiday weight gain is common, though holiday revelers may not be gaining as much weight as they think they are. The New England Journal of Medicine found that while people's perceived holiday weight gain hovers between zero and 6.7 pounds, in reality most people gain just under 1 pound during the holiday season. Though that may not seem like a lot, according to researchers at the

National Institutes of Health, many people never lose the weight they gain during the winter holidays. The pounds add up year after year, making holiday weight gain a significant contributor to adult obesity.

The holiday season does not need to derail a healthy lifestyle. Consider these tips to avoid extra pounds come the holiday season.

- Eat before you go shopping. Leaving the house hungry may tempt you to make impulse food purchases that can compromise healthy diets. It's easy to grab a quick convenience item at the food court or from a vending machine. However, eating a snack before you leave will alleviate hunger and you can control the

foods that go into your body.

- Make smarter food choices. When visiting a holiday party buffet line or grabbing an on-the-go snack, think about the foods you choose. Look for low-calorie items that will still fill you up. Proteins, complex carbohydrates and vegetables are good choices. Avoid creamy dips and dressings, and if you want to try something fried or cheese-laden, do so only sparingly.

- Be selective with sweets. Sweets are readily available during the holiday season. Rather than filling up your plate with a little "bite" of each dessert you want to try, select your favorite and then enjoy a reasonable portion.

- Limit sampling while cooking.



If you are entertaining others, cut down on tasting while you prepare the meal. Those calories can add up without you knowing it, and soon you've eaten an entire portion even before the festivities begin.

Holiday weight gain may seem like an inevitability. However, with some forward thinking and smart choices, holiday celebrants can prevent weight gain this holiday season.

GET READY TO ROLL THIS HOLIDAY SEASON



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SERVICE

SHOP LOCAL - SHARE YOUR PASSION

Spread the Word

Know a great local business? Don't be silent about it. Small businesses need your help, so open up and help spread the word any time you're impressed by a locally owned shop.

NOTICE THE DETAILS

In many ways, it's the small things that make the best local shops stand out. They might greet their frequent customers by name, stock products that no other stores offer, donate their time and money to worthy local causes and provide a more unique shopping experience that the cookie-cutter chain stores can't match.

Look for these things when you're out shopping, and let your friends know when you find them. You'll be helping your friends out and doing your part to keep your favorite businesses open and thriving.

SOCIAL MEDIA

Facebook, Twitter, Instagram and Pinterest have opened new doors for spreading the word about your favorite businesses. In fact, online is where a lot of word-of-mouth marketing happens these days as friends share and photograph their everyday shopping trips — for better or worse.

If you run across a local business that's doing a great job, snap a picture or write a post about it. A few good words on social media can have a positive impact for the "shop local" movement in your community.

IT MATTERS

Studies have shown that buyers trust recommendations from their friends and family far more than they do messages from strangers. Your opinion carries a lot of weight with the people you know, so you can play a big role in helping people avoid the bad shops and flock to the good ones.

So this Christmas, don't do your shopping in a communications vacuum. Look for the best products and experiences in your community this holiday season and share them with the people around you.

Your friends — and some small-business owners — will thank you.



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SHOP LOCAL - YOU ARE NEEDED

Gift Ideas for Last-minute Shoppers

Early bird shoppers may purchase and even wrap gifts before December, but eleventh-hour shoppers may need some help come the holiday season. For those last-minute folks, there still are plenty of ways to ensure your shopping list is checked off. The following gifts are quick to purchase and can still make for thoughtful presents.

Liquor or wine basket: Prepackaged spirits often come with decorative glasses and other accoutrements for entertaining. What's more, they're convenient to purchase if you're on a time crunch.

Fueling station gift card: Drivers will appreciate a gift card to their favorite fueling station. Such cards suit anyone who has a car and frequently travels or commutes.

Food basket: A visit to the supermarket or a convenience center can yield many tasty finds that can be packaged together into a gift basket. Pair foods with a gift card to that retailer.

· **Streaming service:** Offer to treat a loved one to a month or two of their favorite streaming television or movie service. If they already have streaming subscriptions, offer to cover the cost of the subscription for a few months.

· **Premade gifts:** Don't overlook your local pharmacy as a place to find convenient gifts. Look for unique items in the seasonal aisle, where you might be able to find stocking-stuffer toiletries or cosmetic gifts that suit several people on your shopping list.



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Monday - Saturday • 10 a.m. to 8 p.m.
Broken Road Jr: US 287 East • Clarendon

SHOP LOCAL - GET IT DONE

Find Great Gifts For the Handyman

For those people who don't know a box cutter from a box saw, shopping for men and women who like to get their hands dirty around the house can be a difficult task.

Though there's always an element of risk when shopping for gifts for loved ones, the following hints might help shoppers with no knowledge of home improvement projects find gifts that will please their favorite handyman.

- Take inventory of his or her existing tools. When shopping for the DIY enthusiast in your family, try to take inventory of his or her tool chest before beginning your search. Make note of any tools that

look new, checking those off your shopping list, and any that look like they need replacing. Use your phone to photograph any unfamiliar tools that you might want to replace so you know what to look for when visiting the hardware store.

- Think of what your relative likes to do most. The family handyman may have a particular area of home improvement expertise or something he or she is especially passionate about. Does your loved one prefer to work in the garden? Is he into woodworking and making decorative items for the house? Think of what he or she likes to do most and then look for something that will make that hobby

more enjoyable. While multipurpose tools might make for welcome gifts, something more specific to his or her particular passion may make an even better gift.

- Speak with a professional. If you can't access your loved one's workshop or simply don't know what he or she might want, ask a local contractor for gift recommendations. Advancements are always being made in the home improvement industry, and those people who make their living in that industry might be great resources as you try to find the go-to gift for your loved



one.

Finding a gift for the family handyman might be difficult for shoppers with no DIY experience of their own. But a little forethought and perhaps some professional assistance can be just what shoppers need to find gifts their loved ones will cherish for years to come.

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SHOP LOCAL - CHARITIES

Don't Forget Non-Profits

Some local organizations are focused not on selling products, but on improving the lives of disadvantaged community members. Non-profit groups organizations are all seeking help this holiday season.

And what they're asking for is simply a hand. They need more manpower to achieve their goals and spread the word on their efforts.

LOCAL FOOD DONATIONS

Why not spend your Christmas spreading some holiday cheer – and delicious food? Contact the Clarendon First United Methodist Church about the volunteer needs of its local **BREAD OF LIFE FOOD PANTRY** at 874-3667. Contact the Clarendon Lions Club to make a donation to its **ANNUAL CHRISTMAS BASKET** program at 874-2259. Call Clarendon Elementary School at 874-3855 about its **SNACK PACK FOR KIDS** program or call 874-2007 to make a donation or volunteer to help the weekly **CHRIST'S KIDS MINISTRY PROGRAM** as it seeks to nourish the bodies and spirits of local children. And it is a simple act of kindness that can be turned into a tradition, passed on to children or replicated by your friends and family members. Senior citizens groups in Clarendon and Hedley also need your support to continue to provide services to our local elderly.

CHARITABLE CONTRIBUTIONS

You may find yourself short on time this holiday season, but maybe you have a few dollars to donate to a local organization. Your contribution could go a long way toward furthering the cause of a group near and dear to your heart.

You can conveniently make online donations or in-person cash contributions. Either way, donating funds is a simple way to show your support while making a difference in the lives of those who need it.

LENDING YOUR SKILL SET

Can you spare a few hours every weekend in December? You may be asked to run errands or visit with people. Maybe deliver food or products to clients across town.

Professionals in the creative services field can offer their skills free of charge as a holiday contribution. Locals helping locals will strengthen the community this holiday season.

NOVEMBER 25 & 26

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& SMALL BUSINESS SATURDAY

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SHOP LOCAL - SOMETHING FOR EVERYONE

How to Give Holiday Gift Cards

Nearly every man or woman has hit that all too familiar wall when holiday shopping for friends and family. While many people might be a cinch to shop for, there always seems to be one stickler on holiday shopping lists, and finding the right gift for that person can be an exercise in patience and perseverance.

But even the most patient shopper has his or her limits, and many people find themselves giving gift cards to those friends or family members who

seemingly have everything already. Such cards make great gifts, but only when gift givers employ a few tricks of the gift card trade.

Buy directly from the retailer. It's easy to be duped by a counterfeit gift card, which can be embarrassing for both the gift giver and its eventual recipient. Counterfeit gift cards are big business for criminals who prey on gift givers during the holiday season. Only buy gift cards directly from the retailer, as cards sold by other sources, such as an online auction

site, may be stolen or counterfeit. You don't want to be the person who gave a stolen or counterfeit card, and your friend or family member does not want to be subjected to an inquiry as to why he or she is attempting to use a stolen or counterfeit card.

Examine the card before leaving the store. Once a cashier or customer service employee hands you a gift card, examine it for tampering before leaving the store. Some criminals gain access to gift cards, even those that appear to be

behind lock and key, to learn the PIN number associated with the card. Once they have the PIN, recipients can then recreate their own card, using the stolen PIN to activate and make purchases on their counterfeit cards long before the real card is sold to you. If you detect any damage, ask for a new card before leaving the store.

Include a gift receipt with the card. When giving a gift card, don't forget to include the gift receipt. The gift receipt not only verifies the value of the gift card, but also includes the date the

card was purchased. That's important information, as many companies begin to charge fees, some of which may be exorbitant, on unused cards after a predetermined period of time.

Gift cards make great gifts and can bail out frustrated holiday shoppers who simply can't find that perfect gift for a friend or family member. But when shopping for gift cards, be sure to exercise caution before buying a card so your loved is not put in an embarrassing situation.



Share the Spirit

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SHOP LOCAL - KIDS IN NEED

Visit The Angel Tree

The economic circumstance of parents shouldn't keep children from experiencing the joy of having a gift to open on Christmas morning. And thanks to a local program, you can help make sure every kid has a Merry Christmas.

Angel Tree applications are currently available at the Burton Memorial Library in downtown Clarendon. Kids ages 12 and under, who might not otherwise have Christmas, are eligible for this program. The application period will close December 1, 2016.

Angels are on the tree now and available for adoption. Go by the Library and select an Angel that you can provide a gift to this Christmas. Gifts are due by December 18.

For more information, contact the Library at 806-874-3685.



Saints' Roost Museum Christmas Party

Sat., Dec. 3 • Donley Co. Activity Center
6:30 to 11:30 p.m.

\$50⁰⁰/couple

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NOVEMBER 25 & 26



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Make a Child's First Holiday Special

A baby's life is filled with milestones. First smiles, first steps and first words are just a few of the moments parents will treasure.

A baby's first holiday season is another special time to cherish. Shoppers seeking gifts to make a baby's first holiday special have many clever, cute and functional items to choose from. Several of these gifts can become keepsakes to be tucked into memory boxes for growing kids to look at later in life.

- Christmas pajamas: What better way to await for the arrival of Christmas than in a pair of snuggly pajamas? Send pajamas ahead of Christmas Day so that new parents will have plenty of adorable photo opportunities as their baby boy or girl tears open the gifts. Stores stock several different fun and festive prints, or look into pajamas that can be personalized.

- Photo print package: Photography packages can involve the entire expanding family and will catalog special moments in time. Purchase studio or on-location time with a private photographer, or use one of the popular photography chains found in malls and department stores.

- Personalized framed print: Commemorate the first holiday season with your child by getting a print made with his or her name and age. Leave a space on the print so that the child's parents can customize it even further with their son or daughter's footprints. Include a



matted frame and child-safe ink or paint to complete the gift.

- Keepsake ornament: Some families embrace the tradition of adding a new ornament to their Christmas trees each year. Purchase an ornament for the new baby with the year so he or she can join in the tradition.

- Crochet or knit blanket: Crafty individuals can make a blanket that the newest addition to the family can enjoy during the chilly days of winter. These blankets often become treasured keepsakes that may be passed down throughout the family or kept tucked away for kids so they can give them to their own children once they start their own families.

- Piggy bank: Foster good saving habits by gifting a personalized piggy bank. Get kids off on the right foot by depositing a few dollars into the bank before giving the gift.

A new baby brings many changes and fun experiences. Gift-givers can make a baby's first holiday season one filled with joy and whimsy with creative gift ideas.

SHOP LOCAL - NEIGHBOR TO NEIGHBOR

Don't Be A Stranger

There is no place like home, so why would you choose to leave it for Christmas shopping? By spending your time and money shopping locally, you are more likely to run into friends, family, co-workers and past acquaintances, allowing you to enjoy the season around those you love.

Both behind the counter and in the aisles, you will probably know more people within your local businesses in comparison to the stores 60 miles away. Familiar faces and friendly chats help enrich the already exciting experience of Christmas shopping.

TEACH THE KIDS

It's never too early to pass on the values that drive you to shop local and support your neighbors. Your sons, daughters,

nieces and nephews will earn money and shop for themselves one day, and they may even be future small business owners.

Bringing them along for the shopping trip to your favorite downtown store will give them a great understanding of the benefits of spending money locally and may spark an entrepreneurial spirit within them.

LEARN HISTORY

The next time you are

perusing through a downtown business, ask yourself if you know the history of the building you are in. Odds are the owner does.

Small business owners are often excellent sources for local history. They can give you detailed information about their buildings or the services that used to be offered through it.

Shopping locally doesn't just enhance the local economy. It can also increase your knowledge of your surroundings.



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SHOP LOCAL - PERFECT YOUR PRESENT-ATION

How to make gift wrapping easier

The process of wrapping holiday gifts can go more smoothly when applying some time-tested tips and tricks.

While holiday shoppers are often enthusiastic about finding great gifts for their loved ones, many are decidedly less excited about wrapping those gifts. Many holiday shoppers spend hours wrapping gifts each year, and as gift lists grow, so does the amount of time needed to get all of those presents wrapped, hidden, packaged and/or shipped. Shoppers can employ the following strategies to make the process go much more smoothly and to reduce gift wrap-related anxiety.

- Relearn the basics. Some people

may think they know how to wrap gifts, only to realize it's harder than it looks once the paper, scissors and Scotch tape comes out. Relearn the basics by viewing online tutorials prior to wrapping gifts so the lessons learned remain fresh in your mind. Learn how to wrap standard clothing gift boxes and recognize that such boxes can often be used to house oddly-shaped items.

- Wrap as you buy. Instead of getting bogged down with wrapping all in one evening, wrap presents as you purchase them. This ensures that you don't leave everything for the last minute and reduces the likelihood that curious kids or inquisitive spouses discover gifts before the big day.

- Work on a hard surface. It may be tempting to lay everything out on your bed and wrap gifts while you're binge-watching the latest Netflix series. But hard surfaces make the best places to wrap gifts. This ensures there won't be any wrinkles in the paper and that you won't lose supplies in the bedspread.

- Rely on double-sided tape. For that professional look, invest in some double-sized tape so you will not have any unsightly tape lines.

- Keep all of your supplies together. Store wrapping paper, scissors, tags, tape, ribbons, and whatever else you may need to wrap gifts in one convenient location. This cuts down on time wasted hunting

for supplies around the house.

- Keep gift bags on hand. Gift bags work in a pinch and make it easy to conceal gifts that are hard to wrap. Curious loved ones can easily peak inside gift bags, so be sure to wrap gifts in tissue paper before placing them in the bags.



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SHOP LOCAL - SHOP SMALL

Support Small Business

In 2010, American Express founded Small Business Saturday to help businesses get more customers. The day encourages shopping at small businesses on the Saturday after Thanksgiving.

The first-ever Small Business Saturday was held on Nov. 27, 2010. It encouraged people across the country to support small, local businesses, and started a holiday shopping tradition.

In 2011, from Washington, D.C., to Washington State, governors, mayors, senators, and even President Obama all voiced their support for Small Business Saturday.

Small businesses owned the day in 2012 when American Express encouraged small business owners to take charge of the day, helping them

promote their business through free, personalized ads, which appeared millions of times across the web.

In 2013, more than 1,450 neighborhoods celebrated Small Business Saturday, with individuals and local organizations pledging to support the day as Neighborhood Champions.

The nationally recognized movement to celebrate and shop small businesses was created as a counterpart to Black Friday and Cyber Monday. This year's event is slated for Saturday, Nov. 28.

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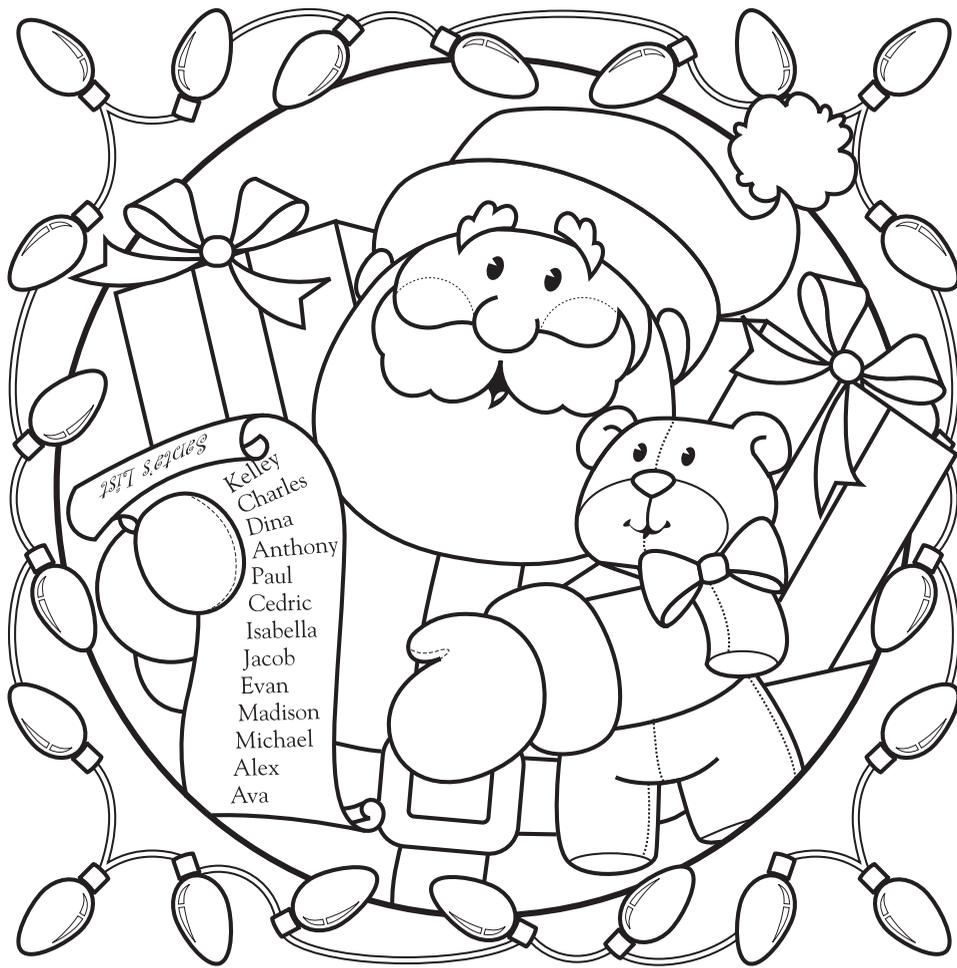
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Do it Best

HOLIDAY FUN COLORING CONTEST

Our judges will select one winner. Ages 5-10 only.
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CHRISTMAS COLORING CONTEST ENTRY FORM

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 ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____
 DAYTIME PHONE: _____ HOME PHONE: _____

COLORING CONTEST RULES

Mail colored panel with completed entry form to:
 The Clarendon Enterprise, PO Box 1110, Clarendon, TX 79226.

- Children may use crayons, markers, or colored pencils.
- Parents are encouraged to assist with the entry form but not with coloring.
- Children or relatives of newspaper employees are not eligible to win.
- Decision of judges is final. Entries will not be returned and may be published.
- ALL ENTRIES MUST BE POSTMARKED BY DECMEBER 9, 2016.

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OR BY APPOINTMENT



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SHOP LOCAL - ALL YEAR LONG

Not Just For The Holidays

Sure, Christmas is a great time to shower your loved ones with locally bought gifts. But what about the other major holidays throughout the year?

Extend your yuletide joy to Mother's Day, Father's Day, birthdays and anniversaries for maximum impact on your local community and business owners.

Your effort in doing so may make more of a difference than you realize. A recent collaborative study by the Small Business Administration, United States Department of Labor and other major organizations found that small businesses employ about 77 million Americans and account for 65 percent of all new jobs over the past 17 years.

So by spending your money locally, you are helping keep your friends and neighbors employed during the holiday season and beyond!

Here are some of the other notable findings from the study:

- Eighty-nine percent of consumers agree that independent businesses contribute positively to local economies.
- Residential neighborhoods served by a successful independent business district gained, on average, 50 percent more in home values than their citywide markets.

- Independent retailers return more than three times as much money per dollar of sales than chain competitors. Independent restaurants return more than two times as much money per dollar of sales than national restaurant chains.

- If independent businesses regained their 1990 market shares, it would create 200,000 new small businesses, generate nearly \$300 billion in revenues and employ more than 1.6 million American workers.

- If just half of the United States employed population spent \$50 each month at locally owned independent businesses, it would generate more than \$42.6 billion in revenue.

- For every square foot a local firm occupies, the local economy gains \$179, vs. \$105 for a chain store.



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Holiday
Gifts**

at great prices
for you and
your loved ones

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**Free
Gift
Wrapping**

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SHOP LOCAL - HOME COOKING

Cook Up Christmas Cheer

Holiday baking is a tradition that stretches through time. What person doesn't look forward to the treats the season brings? Cookies are often gifted to friends and family members, and they usually help complete the dessert offerings after the holiday meal.

Sugar cookies are an ideal holiday cookie because of their

versatility. They can be dressed-up however you see fit, whether iced, covered in sprinkles or enjoyed as they are dunked in hot cocoa. To make successful sugar cookies, try this triple-tested recipe courtesy of Monica Buck and Good Housekeeping.

SUGAR COOKIES

Yields 5 dozen cookies

1. Preheat oven to 350 F. In large bowl, with mixer on low speed, beat butter and sugar until blended. Increase speed to high; beat until light and creamy. On low speed, beat in egg and vanilla. Beat in

flour, baking powder and salt until blended.

2. Divide dough into 4 equal pieces; flatten each piece into a disk. Wrap each disk with plastic wrap and refrigerate 1 hour or until dough is firm enough to roll. (Or place dough in freezer 30 minutes.)

3. On a lightly floured surface with a floured rolling pin, roll 1 piece of dough 1/8 inch thick. With floured 3-inch to 4-inch cookie cutters, cut dough into as many cookies as possible; wrap and refrigerate trimmings. Place cookies, 1 inch apart, on ungreased large

cookie sheet.

4. Bake cookies 10 to 12 minutes or until lightly browned. Transfer cookies to wire rack to cool. Repeat with remaining dough and trimmings.

5. When cookies are cool, decorate with frosting if you like; use along with sugars and candies to decorate cookies. Set cookies aside to allow frosting to dry completely, about 1 hour. Store in tightly covered container (with waxed paper between layers if decorated) at room temperature up to 2 weeks, or in freezer up to 3 months.

INGREDIENTS

1 cup (2 sticks) butter, softened
1/2 cup sugar

1 large egg
1 tbsp vanilla extract

3 cups all-purpose flour
1/2 tsp baking powder

1/2 tsp salt
Frosting (optional)

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SHOP LOCAL - STAY SANE

How to Manage Holiday Shopping with tots in tow

Parents may prefer to leave the kids at home when holiday shopping, but sometimes they don't have a choice. Fortunately, there are ways to manage holiday shopping trips with kids in tow.

- Encourage kids to create shopping lists. Keeping kids engaged on holiday shopping trips can be difficult, especially when shopping at stores that tend to draw crowds and long lines.



But parents can engage youngsters by encouraging them to create their own holiday shopping lists for family members and then helping them find those gifts at the mall or wherever they plan to do their holiday shopping. Let kids bring their lists along and check off gifts as they purchase them.

- Let kids do their own shopping. In addition to creating lists, let kids do their own shopping, including paying for gifts they purchase for loved ones. Kids might be more interested when holiday shopping if they're allowed to peruse stores for potential gifts and then purchase gifts with their own money.

- Break up shopping excursions with a meal. Kids enjoy dining out, even if their preferences lean more toward chicken fingers than steak au poivre. By breaking up shopping excursions with meals out on the town, parents can give kids something to look forward to at the onset of the shopping day. Such a break also gives everyone, moms and dads included, a chance to get off their feet and catch their breath. When the meal is over, promise kids a trip to get some ice cream or hot chocolate at the end of the day so they once again have something to look forward to.

Parents who must take their kids along on holiday shopping excursions can take steps to make such trips fun for all involved.

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SHOP LOCAL - FUN AT WORK

How to organize office gift exchanges

Close-knit groups of employees commonly exchange gifts with one another come the holiday season. Friendly coworkers enjoy bringing smiles to the faces of their friends and fellow employees, and these informal gift exchanges can benefit company morale and establish a familial atmosphere at the office.



In spite of the good-natured reasons to exchange gifts with coworkers, some people are nervous about the prospect of gifting fellow employees. Questions regarding what makes for an appropriate gift or how much to spend may arise, turning office gift exchanges into potentially puzzling situations.

Those ready to participate in office gifting can follow certain etiquette guidelines to take the anxiety out of office gifting.

- Determine if there is an office policy governing gift exchanges. Some businesses may have a specific policy in place that establishes guidelines on what makes acceptable, appropriate gifts for coworkers. The larger the company, the more specific the policy is likely to be.

- Consider the overall office climate. Is yours a relaxed working environment, or is it ultra-formal? Allow the corporate culture to play a part in your gifting decisions. A gift that may be appropriate for a smaller, casual company may not be fitting for a large, rules-heavy corporation. Always let common sense prevail.

- Establish a spending limit. Spending limits let everyone know just how much to spend. Resist the urge to go above and beyond. While you may just want to be generous, others may view an expensive gift as a way to show off or an attempt to flatter a coworker or even a boss.

- Think of life outside the office. When shopping, start thinking about what your coworkers like to do when they are not at work. For example, golf enthusiasts may enjoy a box of balls or a gift certificate to play at an area course. Stick to generic gifts if you are unsure of what your coworkers do when they are not working. Personalized holiday mementos, gadgets for entertaining, items that can be used around the office or food-related gift baskets make great holiday gifts. Remember to take into account others' religions and traditions when shopping.

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