

Holidays and the Business School Graduate

Big holiday no no's in the business world.

You have landed that great job that you were trying to get and now you are celebrating your first holiday season with your new company. There are several important pitfalls you need to watch out for. The first is the office Christmas party. There are obvious mistakes you want to stay away from.

You definitely want to make sure that you don't drink too much. Make sure your date is appropriate. It is not the time to bring someone new to the party that you don't know very well. How they act could be a reflection on you.

There are also more subtle mistakes that you need to stay away from during the holidays. One of these mistakes is choosing not to send Christmas cards. Many young people these days assume that this just isn't necessary. In the work force they couldn't be more wrong.

The card you choose to send is also important. You do not want to send an animated, flash or interactive card. These types of cards are not appropriate for the business world. It is time to use the traditional method of sending holiday cards.

One of the easiest ways to send these holiday cards is by ordering them through the internet. Sitting at your desk you can view their inventory and select the verse and envelope all at the same time.

If you order early enough many companies offer discounts. Make sure you order enough so that you don't run short. You have a choice on whether or not to have the cards professionally imprinted.

Once the cards arrive, have them hand addressed. Don't use a label printed out from your computer. Having a preprinted label looks like you really don't care to spend the time on your cards. Use real stamps. Don't run the envelope through the postage meter. The post office has a huge selection of holiday stamps that you can purchase.

Send cards to a large number of people. Don't try to select only a few. These contacts will remember you when they open these cards. This is a great time of year to foster relationships.

Many people may not realize why they do business with you but they will realize why they didn't choose another contact. It may be based on as little as the other contact did not send out holiday cards to them. Don't put yourself in the position of losing business due to the fact that you didn't send out holiday cards.