

# Get time on your side this year

**T**IME is one of our most precious commodities and is the one thing we can't get back once it has passed.

As Christmas rolls around again, the endless demands on our time increase with the never ending list of chores, parties and present wrapping get piled on top of the everyday list.

Adele Blair is in the business of giving time back and for many stressed-out people, her gift of time is like a Christmas present that keeps giving all year round.

The director of Blair Lifestyle Management, Ms Blair came up with the concept of her business after working as an assistant to partners and senior executives in the corporate world.

"I saw first hand how difficult it can be to juggle the conflicting demands of having a successful career and fulfilling family life," she said.

Through her experience of being "an extra pair of hands when life becomes too busy" Ms Blair's company has gone from success to success.

"As a society we have embraced the concept of outsourcing," she said.

"Lifestyle management services are becoming increasingly popular as we can offer people a genuine opportunity to create more free time through outsourcing much more than the usual cleaners, gardeners, pool

maintenance man etcetera." From collecting your mail and feeding the pet while you're on holidays to a full home de-clutter, the only limit to the services offered are the boundaries of the law.

Ms Blair has even organised a party for 50 guests on an uninhabited South Pacific island as one of her jobs.

While Christmas can attract a lot of time-poor individuals wanting that extra hand, Ms Blair said a lot of people like to immerse themselves in the festivities and do it themselves.

For those wanting to get a head start on the silly season and be an organised machine, Ms Blair said the key is to "plan, plan, plan".

"Start with a good Christmas checklist," she said.

"The best way to make your list work is to start at Christmas Day and work out what you need, then work backwards to ensure you get your timeframes correct.

"We recommend you start your checklist in November to ensure you are organised, even though we are now into December, you still have time to get organised."

As the countdown for Christmas Day rolls into the 12-day mark today, it's not too late to get organised to ensure a fun and festive Christmas with the stress that so often accompanies it.

- CHRISTINE MUNSON

To view the full checklist go to [www.blairlifestyle.com.au](http://www.blairlifestyle.com.au)

## Adele's Christmas Survival Checklist

### Two weeks before Christmas

- Wrap presents and double check you have a gift for everyone on your list
- Buy "back up" gifts for any drop in visitors
- Clean your fridge and oven
- Bake Christmas cake
- Buy gifts for staff or clients
- Post gifts within Australia
- Deliver any "local" gifts

### One week before Christmas

- Buy drinks and perishable foods
- Write a time plan, remember to include things such as time required to defrost food
- Double check camera battery
- Clean the house
- Check time of church services
- Arrange suitable times to visit family and friends on Christmas Day

### Christmas Eve

- Buy flowers for the house and table decoration
- Wrap any remaining gifts
- Buy any final perishable food items
- Collect ham, turkey or seafood
- Set table (if possible)
- Gather all gifts for Santa sacks



CHRISTINE MUNSON