

December 2018

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1st	2nd
					To do: Start your Christmas by attending The Christmas Extravaganza and Fireworks in Abingdon 9am - 6pm	To do: Get into the Festive Spirit by going to The Oxford Botanic Garden Christmas Fair from 10am-4pm
3 Days to go... 3rd	2 Days to go... 4th	1 Day to go... 5th	CTS 12 Days of Christmas Starts! 6th	7th	8th	9th
To do: Decorate Office! Send pics of your decorated office for a chance to win a Christmas Prize! Email - events@cts-group.co.uk	To do: Keep a watchful eye on Googles Santa Tracker (check through-out the month for new updates!)	To do: Let your customers know your opening hours	Day 1: Innovation Centre Christmas Party To do: Make a Christmas Wish list, check it twice	Day 2: What's the best Christmas Film? Check our Social Media for the poll To do: Post any cards to make sure they arrive in time	To do: Go Ice Skating at Millets Farm 10am-6pm followed by The Abingdon Beer Festival 6pm-11pm	To do: Get some Christmas Shopping done at the Oxford Christmas Market from 10am-1pm
10th	11th	12th	13th	14th	15th	16th
Day 3: LAST REPAIR IT CLINIC OF 2018 1-3pm To do: Make your own Wreath at 141 Park Drive from 12:30pm - 16:00 pm	Day 4: What is the Ultimate Christmas Dinner? Check our Social Media for the poll To do: Stock up on wrapping paper and tape	Day 5: CTS Timeline is now available online To do: Drop off donations for Charity Secret Santa Appeal	Day 6: Milton Park Christmas Market 12-2pm To do: Prep your Out of Office on your emails (just change the start date)	Day 7: National Christmas Jumper Day (Please wear responsibly!) To do: Record your voicemail message	To do: Check your local Theater to catch a Christmas Pantomime	To do: Make plenty of Mince Pies in preparation for the big day and freeze them until needed
17th	18th	19th	20th	21st	22nd	23rd
Day 8: Our Top Gift-Wrapping Ideas To do: Start wrapping presents (you'll thank yourself later!)	Day 9: Needing to work over Christmas? Speak to us about Avaya OneX To do: Last day to send phone divert requests to CTS	Day 10: Announcement of best Decorated Office To do: Make list of everything outstanding in 2018	Day 11: CTS Office Christmas Party (Feel free to pop in for a Mince Pie!) To do: Clean office (including the fridge!)	Day 12: Got 5 minutes? Google "Snake" "Solitaire" "Pacman" To do: Turn EVERYTHING OFF and celebrate!	To do: Go to the shop to pick up final presents and fresh food	To do: TAKE THE TURKEY OUT OF THE FREEZER
Christmas Eve 24th	Christmas Day 25th	Boxing Day 26th	27th	28th	29th	30th
To do: Go back to the shop as you forgot that ONE item The CTS Office will be closed but we will be available on our main number should you have any issues	To do: Eat, Drink and be Merry! The CTS Office will be closed	To do: ...Eat, Drink and be Merry! The CTS Office will be closed	CTS Group will be available should you have any problems on our main number 01235 432 000 between 9am-4pm and via email support@cts-group.co.uk			
New Years Eve 31st						
To do: Get your dancing shoes on and celebrate the beginning of 2019! CTS Group will be available on our main number should you have any issues						