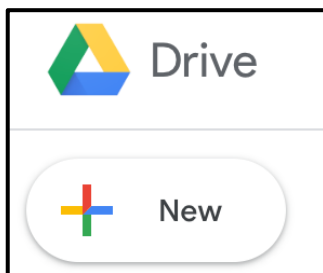




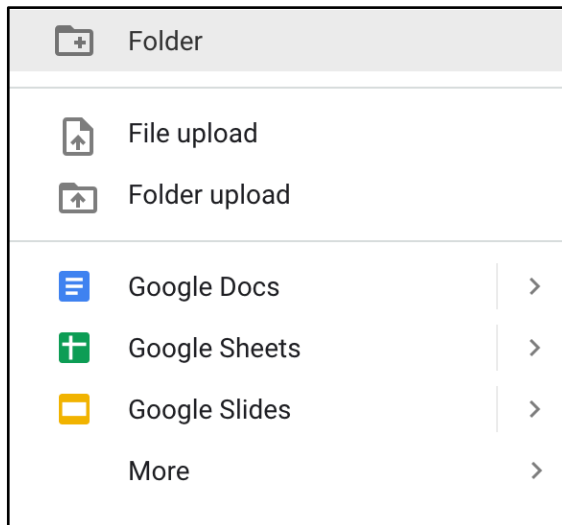
How to Set up a Shared Google Drive Gift Sheet ex. Family Gift Suggestions

Here's an easy way to consolidate your Gift Shopping and get people things they'd really like. They are happy to get the items and you've surprised them by choosing from their list. No wasted time or money this way. It's a Win-Win effort for everyone.



1. Type in this link and Select "Personal"
<https://www.google.com/drive>

2. Click on "NEW"



3. From this List Click on "Google Docs" which is the blue icon.

4. Title it "Family Gift Suggestions"

5. List Names of your Family Members you are going to Share this document with.

* Under your own name put your Amazon Wish List and any other Gift suggestions from other places. Kindly put a link so they don't have to hunt your suggestions down.

6. In the Upper Right corner, click on the "SHARE" button and start typing in the email of people you want to share it with.

This shared document is good for Christmas and birthday gifts all year long. It helps if people have 5 suggestions on this list whether they are on the amazon Wish List or not.

You can be relaxed and enjoy the season with family suggestions centralized on Google Docs.

"Coaching Busy People to Make Every Day Count!"

Marcia Ramsland, Your Holiday Coach * www.OrganizingPro.com/Holidays