# Holiday Planning Checklist

## 6 Weeks Before Christmas
- Make Wish Lists
- Check Wish Lists
  - Friends
  - Family
- Make a Holiday Card List
  - Update Addresses
  - Prioritize by Distance
- Purchase Holiday Cards
- Purchase Gift Wrapping Supplies
- ___________________________
- ___________________________

## 5 Weeks Before Christmas
- Create Gift Shopping List
- Write and send a third of holiday cards
- Sort Holiday Decorations
- Check Christmas Lights
- Shop for Out of Town Friends/Family
- Shop for just-in-case gifts (wine, candles)
- ___________________________
- ___________________________

## 4 Weeks Before Christmas
- Celebrate Thanksgiving
- Write and send a third of holiday cards
- Set up a wrapping corner, wrap as you purchase
- Plan Christmas/Christmas Eve Menus
- Create Master Shopping List for Holiday Meals
- ___________________________
- ___________________________

## 3 Weeks Before Christmas
- Shop for non-perishable grocery items
- Finish gift shopping online
- Mail out of town gifts
- Write and send remaining third of holiday cards
- Decorate interior
- Trim tree
- Decorate exterior
- ___________________________
- ___________________________

## 2 Weeks Before Christmas
- Finish wrapping Gifts
- Hang remaining decorations
- Clean low-traffic areas
- Give gifts to mail carriers, babysitters, newspaper carriers and others who help out
- Pull out all large holiday platters and serving plates, clean
- ___________________________
- ___________________________

## 1 Week Before Christmas
- Wash and iron table linens
- Shop for perishables for holiday meals
- Clean the heavily trafficked areas of the home
- Cook Prep 24 hours before meal
- Make a list of small tasks that need to be done, put them on strips and have family members each pull out a strip or two
- ___________________________
- ___________________________

## NOTES: