

## 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
- \_\_\_\_\_
- \_\_\_\_\_

### 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
- \_\_\_\_\_
- \_\_\_\_\_

### 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)
- \_\_\_\_\_
- \_\_\_\_\_

### 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
- \_\_\_\_\_
- \_\_\_\_\_

### 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
- \_\_\_\_\_
- \_\_\_\_\_

### 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:**