



HOLIDAY CHECKLIST

Make a date with your calendar and get each of these tasks scheduled. If there are just too many things to do, make some cuts. You will rest easily knowing everything will get done and you'll still have time for fun.

Gifts

- Schedule Shopping Days
- Name/Gift _____
- Name/Gift _____
- Name/Gift _____
- Name/Gift _____
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- Name/Gift _____

Home Décor

- Decorate Indoors
- Decorate Outdoors
- Purchase/Cut Down Tree
- Decorate Tree
- Other _____

Holiday Cards

- Purchase Cards
- Print Picture
- Write Letter
- Address Cards

Out of Town Guests

- Make Up Beds
- Other _____

Entertainment

- Schedule all Parties
- Purchase Tickets
- Schedule Childcare
- Other _____

Schedule Events

- Local Parade
- Tree Lighting Ceremony
- Pageants
- Other _____

Community Service

- Pack Food Boxes
- Serve at a Soup Kitchen
- Other _____

Baking

- Plan Menus/Review Recipes
- Shop for Baking Supplies
- Bake Cookies
- Decorate Cookies
- Prep Freezer Appetizers
- Other _____

Preparing for the Big Day

- Wrap Gifts
- Set Table/Polish Silver
- Shop for Groceries
- Other _____

Post Holidays

- Take Down Décor
- Write Thank You Notes