



Task CHECKLIST

CALENDAR

Red Areas indicate that there is a planning sheet in your Christmas Planner

LATE OCTOBER

- Update Christmas Planner Notebook
- Schedule family photo shoot for Christmas card
- Make hair and nail appointments through the end of December
- Arrange and finalize travel plans and buy tickets

EARLY NOVEMBER

- Take family photo for Christmas card
- Fill out a Christmas Traditions planning sheet*
- Put activities on Christmas Planner Calendar and share with husband*
- Fill out a Gift Budget sheet*
- Update your Christmas card list
- Fill out a Baking Planner sheet with your favorite Christmas recipes*
- Have kids fill out a Christmas Wish List or Letter to Santa*
- Fill out a Master Gift List for everyone you want to give gifts to*
- Fill out a list of Stocking Stuffers*
- Begin shopping for Christmas gifts.
Make it a goal to be done by December 1
- Fill out a Wrapping Station Checklist.*
Buy wrapping paper, tape, gift tags, bows, etc.
- Set up a Christmas wrapping station in a cozy space
- Designate and prepare a “hiding place” for your presents
- Wrap gifts, ideally as you buy them
- Buy Christmas stamps & personalized return address labels/stamps
- Begin making homemade gifts
- Start baking items you can freeze

MID/LATE NOVEMBER

- Fill out the Party Planner for any Christmas parties you are hosting*
- Send out Christmas party invites
- Order your Christmas cards
- Begin decorating the day after Thanksgiving
- Put up exterior Christmas lights and decorations
- Reserve babysitters for December nights out or shopping days
- Schedule a family service project
- Finish homemade gifts and homemade baked goods that you can freeze
- Create a Christmas playlist of your favorite music
- Fill out the Wardrobe Planner sheet to plan out the attire your family needs for Christmas plays, parties and work parties*
- Shop for wardrobe items for all Christmas events
- Make it a “family project night” to stuff Christmas cards into envelopes and put on address labels and stamps. Serve hot cocoa and listen to Christmas music
- Begin family Advent wreath {or other traditions} four Sundays before Christmas





EARLY DECEMBER

- Begin implementing your Christmas traditions
- Finish any last minute gift shopping and complete wrapping
- Send Christmas cards out in the mail
- Hang stockings
- Put up the Christmas tree and decorate {if artificial tree}
- Plan out meals & create an itemized grocery list for Christmas Eve and Christmas Day***
- Shop for non-perishable groceries/supplies for Christmas meals
- Prepare for drop-in visitors; stock up on hospitality supplies
- Order a turkey or ham for Christmas meal
- Mail out of town gifts
- Purchase batteries
- Keep one spare gift under the tree for any surprise guests

MID DECEMBER

- Buy a “live” Christmas tree and decorate (artificial tree can be done earlier)
- Fill out Christmas Eve Activity Plan***
- Fill out Christmas Day Activity Plan***

2-3 DAYS BEFORE CHRISTMAS

- Purchase perishable food items for Christmas meals
- Prep any Christmas meal items that you can
- Set the table in advance for Christmas Eve
- Take platters and serving dishes out of storage and clean them. Make a sticky note for each to indicate which dish it will hold.

CHRISTMAS EVE DAY

- Finish preparing Christmas Eve food items
- Remove any food from freezer that needs to defrost

CHRISTMAS EVE (AFTER FESTIVITIES)

- Put out a plate of cookies and milk for Santa
- Fill up the Christmas stockings
- Put the kids’ gifts under the tree
- Fully set-up and dress the table for Christmas breakfast
- Have all Christmas breakfast items prepped and ready to go
- Set out “unwrapping” supplies for Christmas morning: scissors, batteries, big trash bags

CHRISTMAS DAY

- Before opening any gifts, ready the Christmas story from the Bible (Luke 2:1-20)
- Sing Happy Birthday to Jesus!
- Pause during gift opening moments and enjoy watching each other open presents. Teach your children that is more blessed to give than to receive!
- Cherish every moment with your family

AFTER CHRISTMAS

- Make notes on the Debriefing sheet for next year’s Christmas and what you would do differently***
- Send out thank you notes and cards
- Take down decorations and properly store in marked boxes (see Décor Tags)***



CHRISTMAS Weekly Task List



MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY/SUNDAY



6-GIFT Wish List

for _____

Something You

Want

*The Big Ticket
present!*

1 _____

2 _____

3 _____

Something You

Need

*Sports equipment?
Hobby items?*

1 _____

2 _____

3 _____

Something to

Wear

*Brand Name Clothes,
Fun Accessories*

1 _____

2 _____

3 _____

Something to

Read

*A new Book?
Magazine subscription?*

1 _____

2 _____

3 _____

Something to

Experience

*Movie ticket? Event ticket?
Museum outing?*

1 _____

2 _____

3 _____

Something to

Give

*A favorite charity?
Sponsor a child in need?*

1 _____

2 _____

3 _____

Experience Gift Ideas

Bowling • Waterpark • Concerts • Zoo • Rock Climbing • Picnic at the Park
Trampoline Park • Miniature Golf • Drive-In Movie • Museum • Sporting Event • Forest Home Retreat
Run/Walk for Charity • Children's Hunger Fund **BE CREATIVE!**

Christmas GIFT TAGS





This year I have been **Naughty** **Nice**
{circle one}

For Christmas this year, I would like:

1. _____
2. _____
3. _____
4. _____
5. _____

Love,





Wrapping Station

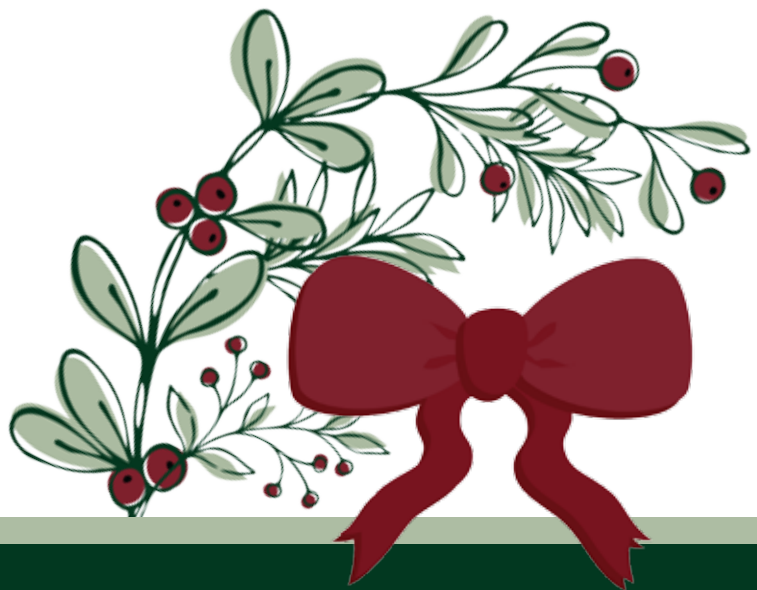
CHECKLIST

SUPPLIES

- Gift wrap
- Gift bags
- Gift bags - oversized or specialty
- Tissue paper
- Gift boxes
- Ribbon
- Bows
- Package toppers
- Gift To/From labels
- Gift card holders
- Money gift holders
- Bubble wrap
- Parcel tape
- Mailing labels

TOOLS

- Scissors
- Tape
- Double-sided tape
- Pens
- Colored markers
- Permanent markers
- Sticky notes





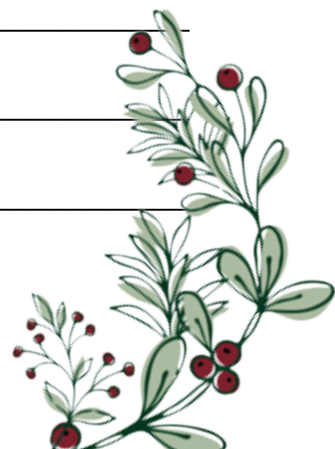
Christmas

TRADITION PLANNING

TRADITIONS TO KEEP:

TRADITIONS TO TRY:

ITEMS TO BUY:





Party planner

DATE

TIME

PLACE

GUEST LIST

WHAT'S ON THE MENU

ACTIVITIES



Party TASK LIST

Decor

Projects to Make

To Do Before

Shopping List





Christmas HOSTESS CHEAT SHEET

1 WEEK BEFORE

- Deep clean public rooms
- Put any un-needed items into storage until after the party
- Plan menu & beverages
- Make a shopping list
- Get out table linens and clean if needed
- Plan decorations and make sure you have everything
- Confirm RSVPs

DAY BEFORE

- Give rooms a quick refresh and clean and deep clean the public bathroom
- Make space for guests coats and shoes
- Arrange what you can on serving platters
- Set up last minute decorations
- Take time to RELAX

2 OR 3 DAYS BEFORE

- Pick up ingredients & beverages
- Pick up any last minute items
- Prep and make any ahead items
- Plan your outfit and set aside
- Decorate the house

DAY OF

- General tidy of rooms & quick dust and sweep
- Finish prepping and cooking food
- Set up food and drink stations
- Give yourself plenty of time to get ready



Christmas Eve PLANS



Evening Plans

Activity

Time/Location

Remember to Take

To Do Before Kids go to Bed

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To Do After Kids go to Bed

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Items to Prepare for Christmas Day

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Christmas Day PLANS



To Do List

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Morning Plans

Activity	Time/Location	Remember to Take

Afternoon Plans

Activity	Time/Location	Remember to Take

Evening Plans

Activity	Time/Location	Remember to Take

Christmas Day

COOKING SCHEDULE



TODAY'S TASKS

6 AM

7 AM

8 AM

9 AM

10 AM

11 AM

12 PM

1 PM

2 PM

3 PM

4 PM

5 PM

6 PM

7 PM

MENU PLAN

Breakfast

Lunch

Dinner

Beverages

Extras















































Wardrobe **PLANNER**

Name:	TO BUY:
<input type="checkbox"/> Christmas Play:	<input type="checkbox"/>
<input type="checkbox"/> Christmas Photo:	<input type="checkbox"/>
<input type="checkbox"/> Christmas Eve:	<input type="checkbox"/>
<input type="checkbox"/> Christmas PJs:	<input type="checkbox"/>
<input type="checkbox"/> Other:	<input type="checkbox"/>
Name:	<input type="checkbox"/>
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<input type="checkbox"/> Christmas PJs:	<input type="checkbox"/>
<input type="checkbox"/> Other:	<input type="checkbox"/>
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<input type="checkbox"/> Christmas PJs:	<input type="checkbox"/>
<input type="checkbox"/> Other:	<input type="checkbox"/>
Name:	<input type="checkbox"/>
<input type="checkbox"/> Christmas Play:	<input type="checkbox"/>
<input type="checkbox"/> Christmas Photo:	<input type="checkbox"/>
<input type="checkbox"/> Christmas Eve:	<input type="checkbox"/>
<input type="checkbox"/> Christmas PJs:	<input type="checkbox"/>
<input type="checkbox"/> Other:	<input type="checkbox"/>



Christmas BAKING PLAN



RECIPIENT	DATE NEEDED	PURPOSE Gift, Home, Gathering	<input checked="" type="checkbox"/>	GROCERIES REQUIRED
		<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> 	<input type="checkbox"/> BAKE <input type="checkbox"/> WRAP	
		<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> 	<input type="checkbox"/> BAKE <input type="checkbox"/> WRAP	
		<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> 	<input type="checkbox"/> BAKE <input type="checkbox"/> WRAP	
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		<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> 	<input type="checkbox"/> BAKE <input type="checkbox"/> WRAP	



Christmas DEBRIEFING

After Christmas is over, use this worksheet to help you reflect on the highs and lows of the holiday season. Do it while Christmas is still fresh on your mind. Use this as a guide to a less stressful and more purposeful Christmas next year.

Which traditions were most meaningful to your family? Which ones would you do again next year? Are there any new ones you would like to try?

What worked this Christmas? What did you do or what changes did you make to create a simpler, less stressful holiday season?

What didn't work this Christmas? What was the most stressful aspect of preparing for the holidays this year and how could you avoid this in the future?

Were you happy with your family's level of giving and helping? If not, how could you reflect your family's values more clearly next Christmas?

DÉCOR LABELS

We recommend copying this page onto sticker paper for best results.

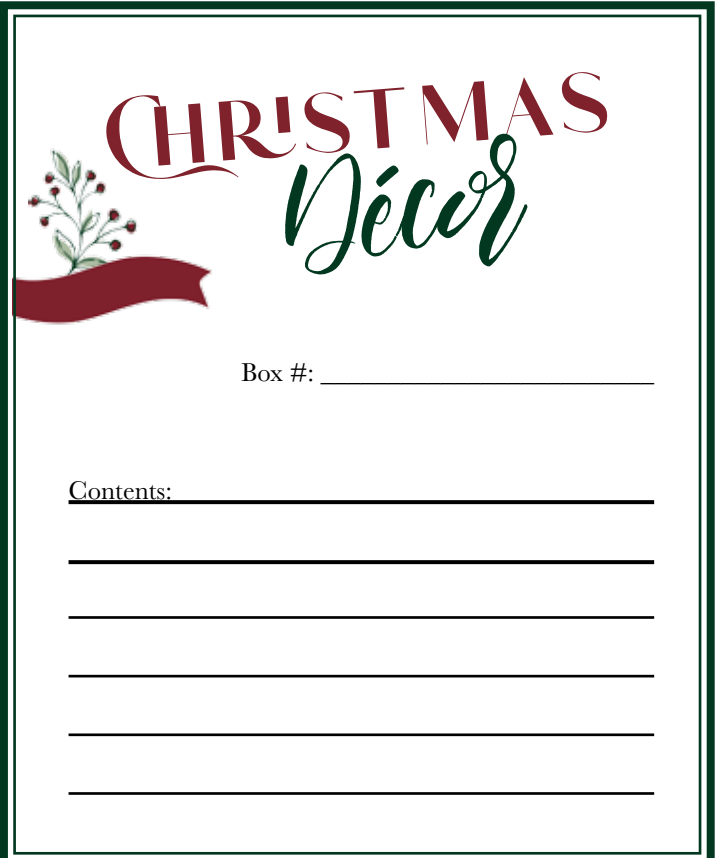


CHRISTMAS
Décor

Box #: _____

Contents: _____

This label template features the text 'CHRISTMAS Décor' at the top, with 'CHRISTMAS' in a red serif font and 'Décor' in a green cursive font. To the left is a small illustration of a holly branch with red berries and a red ribbon. Below the title is a line for 'Box #' and a section for 'Contents' with five horizontal lines.

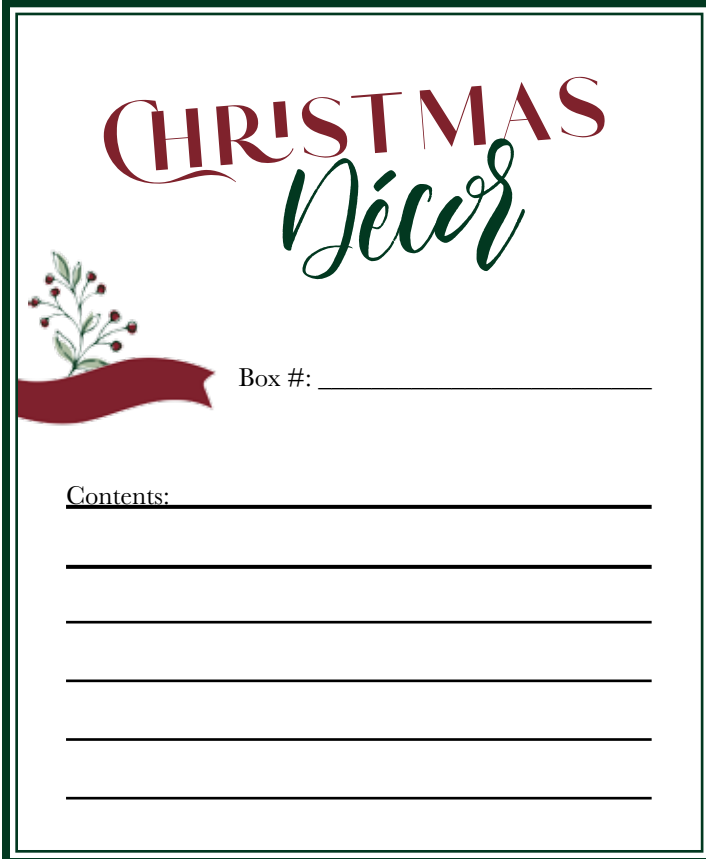


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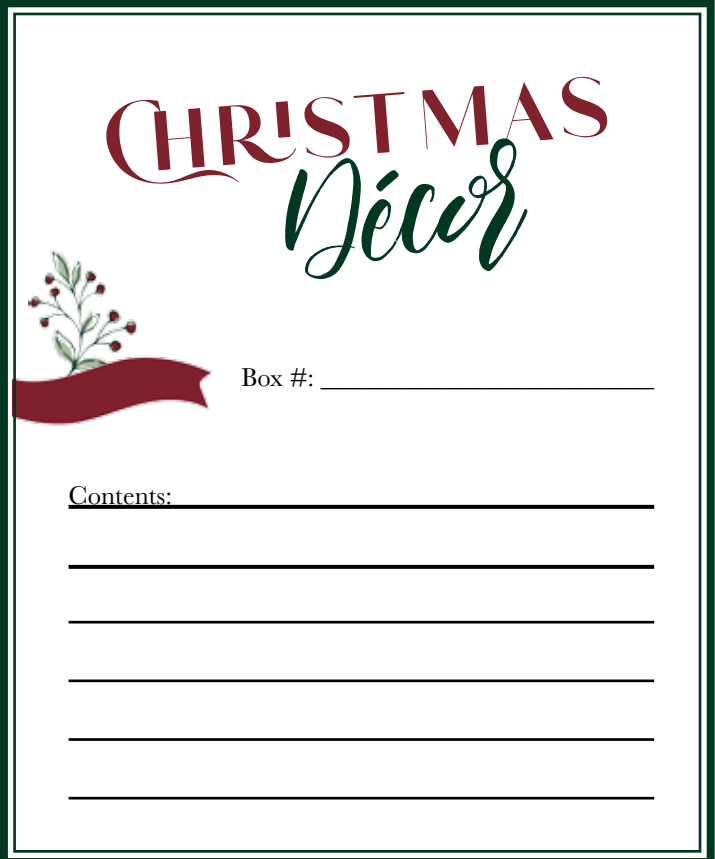


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