

HOLIDAY PLANNING - TO DO LIST

<i>Action item</i>	<i>Date to do it</i>	<i>X</i>
Create holiday budget Start saving in a special account or envelope		
Plan Advent/devotional activities with family - - -		
Decide on Christmas cards Buy or make cards Address envelopes Sign, stamp, and mail		
Find decorations New ones to buy or make? Hang lights Buy or assemble tree Decorate house		
Review music collection New albums to buy? Locate CDs & load to iTunes Burn a new mix		
Inventory wardrobe Make list of items to add. Shop for new items		
Assess calendar of events Say NO to enough that I stay sane Plan parties or events that we are hosting Post calendar where everyone can see it. Set alerts in phones or online calendar systems		
Consider holiday meal planning List the special meals you want to have Create a grocery list of staples to buy ahead of time Fill the freezer with make-ahead meals Bake cookies and freeze		

HOLIDAY PLANNING - TO DO LIST, PG 2

<i>Action item</i>	<i>Date to do it</i>	<i>X</i>
Inventory paper goods, wrappings, ribbons Make a list of needed items and look for sales Set up hostess station w/ paper goods Set up wrapping station		
Create list of gifts to make Purchase supplies Create calendar of progress Get crafting		
Create list of gifts to buy Determine what can be ordered online Go shopping		
Wrap gifts as completed/purchased		
Assemble shipping boxes and package gifts to mail Head to the PO or schedule a pick up		