

HOLIDAY PREPARATION CHECKLIST

Decorate

- Take out and sort through decorations
- Clean and check for broken or unwanted items
- Make a list of new items you may need to purchase
- Determine days/times to buy items and decorate
- Stick to your schedule

Order Holiday Cards

- Take and select a photograph for your holiday card
- Set a deadline for mailing the holiday cards
- Order the cards, allowing time for shipping
- Stamp, address and mail cards (or email digital cards)

Holiday Shopping

- Make a list of people to buy gifts for (family, friends, coworkers)
- Brainstorm gift ideas for each person
- Create a list of stores to visit online and in person
- Determine days/times to shop in each store
- Buy and wrap gifts by a set deadline

Food Planning

- Create a meal plan for holiday meals
- Meals that may be frozen can be cooked ahead of time
- Create a shopping list based on your meal plan
- Write down a cooking timeline for each holiday meal.

Holiday Travel

- Create a packing list (or use one you find online)
- Purchase items (e.g., toiletries, clothing) you may need
- Print itinerary and travel information and plan extra time for travel
- Don't forget to bring gifts with you or ship them ahead of time

Holiday Events

- Create a master December calendar for all members of the family to record events
- Send out invites ASAP for any event you are hosting
- Plan an outfit for each event
- Don't forget to schedule time for traditions (e.g., cookie baking)