The **ULTRA-ORGANIZED** *Christmas Planner*

Gift Giving

- ☐ Use the included Ultimate Shopping Planner to
  - track who you need to shop for
  - brainstorm gift ideas
  - list where to find gifts
  - manage your budget
  - track your progress on each gift
- ☐ Schedule date(s) for shopping
- ☐ Schedule date(s) for wrapping
- ☐ Schedule dates for shipping gifts if needed

Christmas Cards and/or Letters

- ☐ Make a plan: will you buy pre-made cards, order photo cards, make your own cards, or ...
  - How many cards to you need?
  - When do you need them by? (Allow time for writing in them, addressing them, and delivering/mailing them)
- ☐ Take family photo(s), if needed
  - Determine where, when, who will take the photo(s), and any special ideas/poses/props
- ☐ Purchase cards by _____ (places to look: _____)
- ☐ Order photo cards by _____
  - Who will print them?
  - How many do you need?
  - What text would you like to include?
  - When?
- ☐ Schedule day(s) to make cards if creating your own
- ☐ Write a letter
  - Create an outline or template
  - Have family members write personal updates/stories to include
  - Will you include pictures? If so, locate/take the pictures.
  - Do you want to include any extra/personal/special touches?
- ☐ Address Book
  - Update/Add/Delete addresses
  - Print address labels (and return address labels)
  - If hand-addressing envelopes, mark out time in your planner to get this done
  - Buy postage stamps
  - Schedule date to mail/distribute cards/letters

Decorations

- ☐ Take inventory of what you have (Do you need to buy more? Do you need to pare down?)
- ☐ Schedule date(s) to set out indoor decorations
- ☐ Schedule date(s) to set up outdoor decorations
- ☐ Check electronic decorations to ensure they are working properly
- ☐ Schedule a date to purchase or cut down a tree if needed
- ☐ Make a list of any decorations you would like to add to your collection (pay special attention to pre- and post-holiday sales)
- ☐ If using an advent calendar, check if you have treats/trinkets/notes for each day if necessary

Baking

- ☐ List all the special items you plan to bake
  - • Gather recipes in one place and/or find new recipes
- ☐ Make a shopping list so you have everything on hand
- ☐ Schedule date(s) for all baking event(s).
- ☐ Make a list of people/events you want to have baked goods for
- ☐ Check your supply of containers (for sharing). Buy additional ones, if needed.

Traveling/Hosting Plans

- ☐ Plan who you will be spending time with during the holidays
- ☐ Coordinate with family/friends to determine who will host various events
- ☐ Make sure everything gets written in your planner
- ☐ Make travel plans and arrangements
- ☐ Consider what you need to have/do if you are hosting events and/or out of town guests

Other

- ☐ Schedule dates for special traditions
  - • caroling
  - • looking at Christmas lights
  - • volunteer activities
  - • crafts
  - • other:
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

The **ULTIMATE** Shopping Planner

Who to buy for	Date Needed By	Gift Ideas	Where to Look • online sources • stores	Cost • budgeted • actual	Progress
					☐ Ordered ☐ Purchased ☐ Received ☐ Wrapped ☐ Delivered
					☐ Ordered ☐ Purchased ☐ Received ☐ Wrapped ☐ Delivered
					☐ Ordered ☐ Purchased ☐ Received ☐ Wrapped ☐ Delivered
					☐ Ordered ☐ Purchased ☐ Received ☐ Wrapped ☐ Delivered
					☐ Ordered ☐ Purchased ☐ Received ☐ Wrapped ☐ Delivered
					☐ Ordered ☐ Purchased ☐ Received ☐ Wrapped ☐ Delivered
					☐ Ordered ☐ Purchased ☐ Received ☐ Wrapped ☐ Delivered
					☐ Ordered ☐ Purchased ☐ Received ☐ Wrapped ☐ Delivered

Who to buy for	Date Needed By	Gift Ideas	Where to Look • online sources • stores	Cost • budgeted • actual	Progress
					☐ Ordered ☐ Purchased ☐ Received ☐ Wrapped ☐ Delivered
					☐ Ordered ☐ Purchased ☐ Received ☐ Wrapped ☐ Delivered
					☐ Ordered ☐ Purchased ☐ Received ☐ Wrapped ☐ Delivered
					☐ Ordered ☐ Purchased ☐ Received ☐ Wrapped ☐ Delivered
					☐ Ordered ☐ Purchased ☐ Received ☐ Wrapped ☐ Delivered
					☐ Ordered ☐ Purchased ☐ Received ☐ Wrapped ☐ Delivered
					☐ Ordered ☐ Purchased ☐ Received ☐ Wrapped ☐ Delivered
					☐ Ordered ☐ Purchased ☐ Received ☐ Wrapped ☐ Delivered