Christmas Checklist

Created: 12/25/2011

# Tasks:

☐ **September**

☐ **Plan holiday travel if you intend to visit out of town relatives.**

☐ **Research hotels and transportation.**

☐ **Schedule trips and accommodations as early as possible.**

☐ **Book tickets to see a Christmas musical or show.**

☐ **October**

☐ **Set budget.**

☐ **Make list of gift recipients.**

☐ **Shop for gifts**

*Buy presents for work colleagues, friends, family and unexpected guests.*

☐ **Think of ideas for entertainment and decorations.**

☐ **Order online early.**

☐ **Schedule a couple weekends to do deep cleaning projects.**

☐ **Select holiday wines for the entire season, then purchase by the case.**

☐ **Shop for cards and wrapping paper.**

☐ **Start baking things you can freeze.**

☐ **November**

☐ **Shop for clothing and accessories.**

☐ **Mail gifts to friends living abroad no later than Thanksgiving.**

☐ **Check dishes and glassware for holiday entertaining.**

☐ **Decide menus for month of December.**

☐ **Decorate house with lights the weekend after Thanksgiving if possible.**

☐ **Get out ornaments and decorations.**

☐ **Create a master schedule of all events and activities for the season.**

☐ **Schedule down time**

*Very important for maintaining sanity.*

☐ **If planning to videotape events, check camera.**

☐ **Start addressing holiday cards.**

☐ **Clear out your fridge and cupboards.**

☐ **December**

☐ **Complete major shopping by the first week of December if at all possible.**

☐ **Decorate house.**

☐ **Buy and put up Christmas tree.**

☐ **Buy flowers and plants for your home.**

☐ **Two weeks before Christmas' mail packages for all domestic recipients.**

☐ **Do baking and traditional family cooking.**

☐ **If traveling, check car and make sure there's plenty of gas.**

☐ **Set out clothes.**

☐ **Deep clean your house.**

☐ **Set tables, buffet, etc.**

☐ **Prepare food and drinks.**

☐ **Dress for occasion, if necessary.**

☐ **Aim to finish a full half hour before you expect guests to arrive.**

☐ **After Christmas**

☐ **Review what worked and what didn't.**

☐ **Take down tree and recycle if fresh.**

☐ **Throw out broken or damaged ornaments.**

☐ **Sort decorations and keep only what you love for next year.**

☐ **Store all holiday decorations, wrapping supplies, dinner and glassware together in the same location.**

☐ **While the memory is fresh, start your holiday plan for next year!**