



Crafts

BY SHIRLEY

HOLIDAY PLANNING CHECKLIST

Don't let the Holiday stress get you!

www.craftsbyshirley.com

Holiday Planning

The month before

Food
Gifts
Decor

- Set Budget for all categories
- Try out on your fam.: Menu ideas
- Send out invitations
- Pick out decor/theme
- Start picking out your/your family's outfits
- Start a master grocery + check list
- Also make a list of what to get in terms of decorations & gifts
- Choose a 'team' of helpers
- Order all things that need to be ordered well in advance
- Sketch out your table setting

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Holiday Planning

The week before

- Choose the final menu
- Finish wrapping the gifts
- Check RSVP's
- Try-out: table setting
- Shop or order all food ingredients
- Confirm what your guests are bringing in terms of food
- Pick out music and games
- Make the final time-plan: schedule plenty of time for each task/activity
- Check in on the budget
- Prep a memory album: just add pics & journaling after the holiday's

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Holiday Planning

The day before

- Checklist: write down everything you want to get done today and tomorrow
- Set the table as far as possible
- Set out the gifts
(under the tree or at the dinner table)
- Make sure you have everything you need for the menu
- Prep food (whatever you can make today, will save you time tomorrow)
- Check your time schedule for tomorrow
- Lay out your own outfit for tomorrow
- Give yourself some grace today and take care of you today, schedule in some downtime, watch a Christmas, dance like nobody's watching, read a book, take a long bath.. Sooth your soul!

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Holiday Planning

On the day.

- Finishing touches to the table setting
- Prep meals before guests arrive
- Give instructions to your helpers
- Last minute errand? Send your helpers!
- Go over your checklist, everything done/
made/ready to go?
- Give yourself plenty of time today
for some selfcare/getting ready!

Most importantly:

- Enjoy time with your loved ones!

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