

Christmas Planning Checklist

Everything the holidays need, sorted, so nothing sneaks up on you.

YEAR _____

BUDGET _____

Work through each category once, then use the week-by-week countdown on page 2 to pace it all.

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Gifts & Wrapping

who's on your list • buy • wrap

PERSON

GIFT IDEA



_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Cards & Mail

send early

- ☐ Update your address list
- ☐ Order or make cards
- ☐ Buy stamps & return labels
- ☐ Write & sign each card
- ☐ Mail before the postal cutoff
- ☐ Ship far-away gifts early

Wrapping Station

stock up once

- ☐ Wrapping paper & gift bags
- ☐ Tape, scissors & ribbon
- ☐ Gift tags & a good pen
- ☐ Tissue paper & boxes
- ☐ Batteries for toys & gadgets
- ☐ Stocking stuffers set aside

Decor & Home

deck the halls

- ☐ Put up the tree & lights
- ☐ Test light strands, replace bulbs
- ☐ Hang wreath & stockings
- ☐ Set out candles & centerpiece
- ☐ Outdoor lights & timers
- ☐ Holiday linens & hand towels

Food & Baking

plan the table

- ☐ Plan the holiday menu
- ☐ Order turkey, ham or roast
- ☐ Write the grocery list
- ☐ Cookie & baking ingredients
- ☐ Drinks, coffee & nibbles
- ☐ Serving dishes & foil / containers

Guests & Getting the House Ready

before anyone arrives

- | | |
|---|--|
| ☐ Confirm the guest list & RSVPs | ☐ Deep clean guest bath & bedroom |
| ☐ Fresh sheets & towels for guests | ☐ Plan overnight sleeping spaces |
| ☐ Tidy & declutter main rooms | ☐ Extra chairs, plates & glasses |
| ☐ Stock coffee, tea & snacks | ☐ Plan travel & parking details |

The holidays don't have to be perfect to be merry. Start with your people and the food, and let the rest be a bonus.

Holiday Countdown

Spread the work across the weeks so December stays calm.

START DATE _____

HOST DATE _____

Tackle a few tasks each week. Behind? Just carry unchecked boxes forward to the next week.

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Four Weeks Out

get ahead

- ☐ Set your holiday budget
- ☐ Finish the gift list
- ☐ Order cards & personalized gifts
- ☐ Book travel & confirm plans
- ☐ Ship long-distance packages

Three Weeks Out

shop & decorate

- ☐ Buy most of the gifts
- ☐ Put up tree & decorations
- ☐ Write & mail holiday cards
- ☐ Plan the holiday menu
- ☐ Stock wrapping supplies

Two Weeks Out

wrap & prep

- ☐ Wrap gifts as they arrive
- ☐ Order turkey / ham / roast
- ☐ Bake & freeze cookies ahead
- ☐ Confirm guests & sleeping spots
- ☐ Buy non-perishable groceries

One Week Out

clean & stock

- ☐ Deep clean the house
- ☐ Prep guest room & bath
- ☐ Grocery run for fresh items
- ☐ Finish last-minute gifts
- ☐ Chill drinks, set the table plan

Christmas Eve

the day before

- ☐ Prep make-ahead dishes
- ☐ Set the table & serving dishes
- ☐ Wrap any last gifts
- ☐ Fill the stockings
- ☐ Charge cameras & devices

Christmas Day

enjoy it

- ☐ Start the roast on schedule
- ☐ Put on music & light candles
- ☐ Take photos with everyone
- ☐ Relax & savor the meal
- ☐ Note thank-you cards to send

Don't forget / carry-over tasks

GIFTS BOUGHT _____

GIFTS WRAPPED _____

CARDS MAILED _____

DAYS TO GO _____