

Start in Week 7

Holiday Calendar

Keep fixed dates and protected preparation time in one place. Repeat this page as needed.

Dates covered

Date & time	Event or preparation task	Place / who is involved

Time I want to protect

Progress over perfection, always.

Start in Week 7...update through Week 1

Gift List & Tracker

Use the same list throughout. Mark each stage as you complete it. Order gifts early to spread the cost.

Total gift budget

Gift hiding place

Recipient	Gift idea	Budget	Actual	Bought / ordered	Wrapped	Shipped

Shipping deadlines & receipt location

Progress over perfection, always.

Start in Week 7...confirm in Week 2

Guest & Hosting Plan

Record each event separately. Note dietary needs and overnight arrangements.

Event / date / location

Guest / household	Arrival & departure	Sleeping arrangements	Dietary needs

Meals I am responsible for & pickup arrangements

Progress over perfection, always.

Start in Week 7...confirm in Week 2

Travel & House-Care Plan

Keep travel details and home arrangements together.

Destination / travel dates

Travel / reservation	Date & time	Confirmation / contact

House care

Task	Person responsible	Dates / instructions
Pets		
Mail / packages		
Plants		
Key holder		

Notes

Progress over perfection, always.

Start in Week 7...review in Week 5

Holiday Budget

Set an amount you feel comfortable spending. Adjust as plans change.

Total holiday budget

Category	Planned	Actual	Remaining
Gifts			
Food & drinks			
Décor & replacements			
Cards & postage			
Travel			
Teacher / service gifts			
Other			
TOTAL			

Adjustments to make

Progress over perfection, always.

Start in Week 6...update through Week 1

Food Inventory & Grocery List

Use paper if that is your usual method, or add missing items directly to your grocery app so you enter them once.

What I already have

Item	Quantity / date	Enough?

What I need to buy

Item	Quantity	Buy now	Buy fresh	Bought

Include baking ingredients, food, drinks, wraps and storage containers.

Progress over perfection, always.

Start in Week 5

Supplies & Replacement List

Keep décor, wrapping and winter clothing gaps on one list. Transfer gift purchases to your gift tracker.

Item / category	For whom / where	Quantity	Cost	Bought

Notes

Progress over perfection, always.

Start in Week 4

Holiday Card Address List

Update names and addresses before you send cards. Repeat this page as needed.

Recipient	Mailing address	Sent

Card order details / postage

Progress over perfection, always.

Start in Week 3...finish in Week 1

Baking & Cookie Gift Plan

Plan freezer batches and the final baking session together.

Recipes & batches

Recipe	Batches / yield	Bake date	Frozen / ready

Cookie gifts

Recipient	Quantity / assortment	Needed by	Packed

Freezer contents / labels

Progress over perfection, always.

Start in Week 3

Holiday Menu & Prep Plan

Write the full menu and assign each dish. Use the following page for preparation and cooking times.

Event / date / meal time

Dish / drink	Made by	Dietary needs	Make ahead / day before / day of

Plates, glasses, serving dishes & chairs needed

Progress over perfection, always.

Plan in Week 3...use in Week 1

Meal Preparation Schedule

Work backward from your meal time. Include thawing, preparation, oven and stove use.

Event / date / meal time

Date & time	Dish / task	Oven / stove / other equipment	Who

Serving order / food being transported

Progress over perfection, always.

Prepare in Week 2

Packing List

Use one page per person. Older children can pack from their own list.

Name / destination / dates

Category	Item	Quantity	Packed

Gifts, food & last items to add

Progress over perfection, always.

Decide in Week 2

Keep, Simplify & Skip

Ask which traditions matter most. Add the Keep items to your holiday calendar.

Keep	Simplify	Skip

What matters most to our family

Progress over perfection, always.

Make time in Week 1

My Own Holiday List

Include yourself in the plan. Share what you want with someone who can help.

One thing I want for myself this season

Who I will tell

My protected hour...date & time

One job I will hand off

Who will take it

My time to stop holiday work each night

A reminder for myself

Progress over perfection, always.

Complete in Bonus Week 8

Next Year’s Replacement List

Write this while you remember. Keep it with your guide for next season.

Item to replace	Quantity	Room / bin	Notes

Open First bin / storage location

Progress over perfection, always.