

HOLIDAY PLANNER

Budget • Gifts • Meals • Cards • Countdown

US LETTER INSTANT DOWNLOAD PRINT AT HOME

HOLIDAY BUDGET

Category	Budgeted	Spent	Notes
Gifts			
Decorations			
Food & meals			
Cards & postage			
Travel			
Entertainment			
Clothing			
Donations			
Other			
TOTAL			

> Tip: set your total first, then divide it across categories.

GIFT LIST

Who'sonyourlist — and what would make them smile?

For	Gift idea	Budget	Spent	Where to buy

> Tip: jot the idea the moment you think of it — future you says thanks.



GIFT TRACKER

Boughtit?Wrappedit?Sent it?

Gift / recipient	Bought	Wrapped	Sent	Notes
	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	

> Tip: wrap in batches — one evening, one playlist, done.



CHRISTMAS WEEK MEAL PLAN

Day	Breakfast	Lunch	Dinner
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Grocery list

CARDS & MAILING

Whogetsacard—anddiditactually go out?

Recipient	Notes / address	Card sent	Gift sent
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐

> Tip: mail early-December cards first — the rest can follow.

CONTACTS & ADDRESSES

Onelist for every card, gift, and thank-you.

Card = on the Christmas card list · Gift = gave you a gift, owed a thank-you card.

Name	Street address	City, State, ZIP	Email	Phone	Card	Gift
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐

> Tip: copy from your phone once — cards, gifts, and mailing all run off this list.

CONTACTS (CONTINUED)

Samelist,secondpage—plusthe2-minute phone copy.

Name

	Street address	City, State, ZIP	Email	Phone	Card	Gift
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐

From your phone in 2 minutes

iPhone: Contacts app → share a contact, or export from iCloud on a computer.

Android: Google Contacts → Export as CSV or vCard.

Then type entries into these fillable fields — once, and the whole season runs off this list.

Note: a PDF can't pull contacts automatically — this section is the one place to copy them once.

HOLIDAY COUNTDOWN

Alittleeachweek,nothinglefttothelast minute.

November

- [ ] Set your total holiday budget
- [ ] Start the gift list
- [ ] Order cards & stamps
- [ ] Book travel early

December — weeks 1 & 2

- [ ] Put up decorations
- [ ] Mail cards
- [ ] Plan the Christmas menu
- [ ] Buy remaining gifts

December — weeks 3 & 4

- [ ] Wrap gifts
- [ ] Prep guest rooms
- [ ] Cook & bake ahead
- [ ] Enjoy the day — no last-minute runs

Your own

- [ ]
- [ ]
- [ ]
- [ ]



PARTY & EVENT PLAN

EVENTNAME

DATE

TIME

LOCATION

GUEST COUNT

BUDGET

Guest list

Guest	Attending
	☐
	☐
	☐
	☐
	☐
	☐
	☐
	☐

To-do

- ☐ Send invites
- ☐ Plan the menu
- ☐ Buy drinks & supplies
- ☐ Decorate
- ☐ Music / playlist
- ☐ Thank-you notes

TRAVEL & PACKING

Outthedoorwithoutthe10p.m.panic.

DESTINATION

DEPARTURE

RETURN

STAYING AT

Packing checklist

- [ ] Tickets & ID
- [ ] Gifts
- [ ] Toiletries
- [ ] Snacks for the road
- [ ] Camera
- [ ] Pajamas
- [ ] Phone chargers
- [ ] Warm layers
- [ ] Medications
- [ ] Kids' entertainment
- [ ] Coats & boots
- [ ] Umbrella

Travel notes

TRADITIONS & MEMORIES

Our traditions

- [ ] Bake cookies together
- [ ] Watch a favorite holiday movie
- [ ] Drive to see the lights
- [ ] Read a holiday story aloud
- [ ] Give back / volunteer
- [ ] Hang a new ornament
- [ ] Take a family photo
- [ ] Write cards by hand

Favorite moments this year

Next year, let's...

NOTES

Lists,ideas,and everything that didn't fit elsewhere.

THANK YOU!

May your holidays be warm, bright
and full of company.