HOW TO USE YOUR HOLIDAY PLANNER

Your calm, organized Christmas — in a few easy steps.

WHAT YOU GOT

- A 14-page Holiday Planner (fillable PDF, US Letter) — budget, gifts, meals, cards, contacts, countdown, party, travel, traditions, and notes.
- This instructions sheet. Keep it with the planner and you will never wonder what goes where.

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FILL IT DIGITALLY (RECOMMENDED)

No printing required. Type straight into the planner on your phone, laptop, or tablet:

1. Open the planner in the free Adobe Acrobat Reader app (desktop or mobile).
2. Click any field and type. Tick any checkbox with a tap or click.
3. When you are done, choose Save a Copy so your filled version is saved separately.

Please do not fill it in a web browser tab or in Apple Preview. Those viewers often do not save what you typed, and your work can vanish when you close the file. Acrobat Reader keeps everything.

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PRINT IT

- US Letter (8.5" x 11"). In your print dialog choose 100% / Actual size — not “Fit” — so the tables print at full size.
- Single-sided or double-sided, both work. Print at home, no special paper needed.
- Prefer pen and paper? Print it blank and fill it in by hand. It works exactly the same.

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REUSE IT EVERY YEAR

- First, save a blank master copy and never type into it.
- Each holiday season, open the blank master and choose Save As to make a fresh copy — for example, “Holiday Planner 2027.”
- That way the blank is always there, year after year, and last year's plans stay saved if you ever want them.

IMPORT YOUR CONTACTS

Do this once, and the whole planner gets easier.

Your planner has two Contacts & Addresses pages (pages 7–8). They are the heart of the system: one list of people that feeds your card list, your gift list, and your thank-you list. Copy your contacts in once, and you never hunt for an address again.

One honest note first: a PDF cannot reach into your phone and pull contacts in automatically. So this is an export-then-enter step — you export from your phone, then type the entries into the planner. It takes a few minutes, it is a once-only step, and afterwards the card list, gift list, and thank-you list all run off that one contacts list.

IPHONE

1. Open the Contacts app and pick a person you send cards or gifts to.
2. Tap Share Contact to see their name, address, email, and phone in one place.
3. For a full list at once: on a computer, go to iCloud.com → Contacts, select the contacts you want, and export them (vCard). Then work through that list as you fill in the planner.

ANDROID

1. Open Google Contacts (app or contacts.google.com).
2. Select the people you send cards or gifts to, then choose Export.
3. Export as CSV or vCard — either gives you the same names, addresses, emails, and phone numbers to work from.

ENTER THEM IN THE PLANNER

1. Go to Contacts & Addresses (page 7; page 8 is the overflow).
2. For each person, fill in Name, Street address, City, State, ZIP, Email, and Phone.
3. Then tick the boxes that apply: Card means they are on your Christmas card list. Gift giver means they gave you a gift, so they are owed a thank-you card. Tick both if both are true.
4. Now use the rest of the planner from that list: Cards & Mailing (page 6) for who gets a card and whether it went out, the Gift List (page 3) for what you are giving, and the Gift Tracker (page 4) for bought, wrapped, and sent.

Tip: start with the 10–15 people you always send to. You can add the rest any time — the contacts pages are never “finished.”

PAGE BY PAGE

What each page is for, in order.

- Page 1 — Cover. Your planner's front page. Nothing to fill in — just the start.
- Page 2 — Holiday Budget. Set your total first, then track budgeted vs. spent by category: gifts, decorations, food, cards, travel, and more.
- Page 3 — Gift List. Who you are buying for, the gift idea, budget, spent, and where to buy it. Jot the idea the moment you think of it.
- Page 4 — Gift Tracker. For every gift: bought? wrapped? sent? Tick each box as you go.
- Page 5 — Christmas Week Meal Plan. Breakfast, lunch, and dinner for all 7 days, plus a grocery list. One less decision in the busiest week of the year.
- Page 6 — Cards & Mailing. Who gets a card, notes or address, and checkboxes for card sent and gift sent. Mail early-December cards first.
- Pages 7–8 — Contacts & Addresses. Your one master list (see “Import Your Contacts” on page 2). Card = on the card list. Gift giver = owed a thank-you card.
- Page 9 — Holiday Countdown. November tasks, then December weeks 1–2 and 3–4, plus space for your own. A little each week, nothing left to the last minute.
- Page 10 — Party & Event Plan. Event details, guest list with attending checkboxes, and a to-do checklist for one gathering.
- Page 11 — Travel & Packing. Trip details, packing checklist, and travel notes — out the door without the 10 p.m. panic.
- Page 12 — Traditions & Memories. Your rituals, favorite moments, and ideas for next year. The small things that make it yours.
- Page 13 — Notes. Lists, ideas, and everything that did not fit elsewhere.
- Page 14 — Thank You. The back page. And a reminder: here's to a calm one.

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IF SOMETHING ISN'T WORKING

- Fields won't save? You are probably in a browser viewer or Apple Preview. Open the file in the free Adobe Acrobat Reader instead, fill it in there, and save a copy.
- Printing looks small? Check your print dialog: choose 100% / Actual size, not “Fit to page.”
- Checkboxes won't tick? Same fix as the first one — Acrobat Reader handles the checkboxes; most browser viewers do not.

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That's everything. Save your blank master, import your contacts once, and enjoy a calmer holiday. Happy holidays!