



HOLIDAY TO DO CHECKLIST

AFTER THANKSGIVING

- Commit to a holiday budget for gifts, decorations or activities.
- Update any holiday mailing list.
- Buy stamps, cards and wrapping supplies.
- Put all activities on a calendar.
- Make a list of gift recipients.
- Do any online shopping. Order gifts now so you have lots of time to wrap them once they arrive.
- Set aside a single place to collect receipts throughout the season for returning or exchanging items.
- Start any decorating.

2-3 WEEKS BEFORE

- Finalize menus and start a master grocery list. Know what you'll be cooking and what family members will bring.
- Shop for nonperishable items such as drinks, canned goods or pantry staples you'll need.
- Finish sending any holiday cards and make sure any out-of-town presents are mailed.
- Confirm plans for overnight guests.
- Set up a wrapping station in a low-traffic area of your home; wrap gifts as you buy them.
- Make sure to schedule some down time – enjoy the season with family and friends.

1 WEEK BEFORE

- Take stock of dishes and glasses. Replace any that have broken.
- Buy or charge batteries for gifts, cameras, etc.
- Deep clean your house. Make sure to prepare space for guests staying with you.
- Finish last-minute gifts or wrapping.
- Clear out your refrigerator. Toss old leftovers to make room for big dishes and ingredients.

- Start baking things you can freeze (ex: cookie dough, baked goods, etc).
- Try to shop during non-peak hours to avoid crowds.
- Confirm holiday event attendees.

1 DAY BEFORE

- Recharge the batteries on camera or video recorder.
- Prep for main courses or cook dishes that can be made in advance.
- Determine cooking timeline for the next day.
- Buy fresh flowers or arrangements to allow blooms to open up.
- Set the table.
- Empty trashcans and take out the trash.
- Shop for fresh ingredients.

AFTER THE HOLIDAYS

- Look for on-sale greeting cards, wrapping paper, ribbons, ornaments, and other decorations to be used for next year.
- Keep only the ornaments and decorations you love for next year and donate the rest. Recycle whenever possible (ex: wrapping paper, tree, etc.)
- Store all holiday decorations, wrapping supplies, and glassware together in the same location so you can find everything next year.
- Write Thank You letters for gifts received by mail.
- If you'd like to make a charitable donation before the end of the year, do so now.
- Find "homes" for any new items you have received (ex: new clothes in closet, new book on bookshelf, etc).
- Make note of what worked and what didn't to review next year.
- Start thinking about new goals for the year ahead!