

# The Holiday Season Calendar Plan 2013

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		
<b>Plan, Shop, Wrap</b>	<b>8 Weeks</b> <input type="checkbox"/> Fill in Gift List <input type="checkbox"/> Mark Calendar <input type="checkbox"/> Wrapping Center			October 31 	November 1 	2 Master Gift List. Supplies	3		
	<b>7 Weeks</b> <input type="checkbox"/> Buy 1/3 Gifts <input type="checkbox"/> Cards & Stamps <input type="checkbox"/> Event Page	4 	Shop & Wrap 1/3 Gift List. Buy Cards & Stamps					9	10
	<b>6 Weeks</b> <input type="checkbox"/> Buy 2/3 gifts <input type="checkbox"/> Wrap Gifts <input type="checkbox"/> Write Cards	11 	Shop & Wrap 2/3 Gift List. Address Cards					16	17
	<b>5 Weeks</b> <input type="checkbox"/> Finish Gifts <input type="checkbox"/> Finish Wrapping <input type="checkbox"/> Start Decorations	18 	Final Gift Shopping and Wrapping					23	24
<b>Cards &amp; Decor</b>	<b>4 Weeks</b> <input type="checkbox"/> Thanksgiving <input type="checkbox"/> Plan Menus <input type="checkbox"/> Use Friday Well	Thanksgiving Week			28 	29	30  Tree Up	December 1	
	<b>3 Weeks</b> <input type="checkbox"/> Decorate Home <input type="checkbox"/> Address Cards <input type="checkbox"/> Host Event	2	Put Up Decorations. Cards			6 	7	8	
<b>Events</b>	<b>2 Weeks</b> <input type="checkbox"/> Bake Cookies <input type="checkbox"/> Clean Home <input type="checkbox"/> Donations	9 	Mail Packages and Cards			13 	14 	15	
	<b>1 Week</b> <input type="checkbox"/> Enjoy Events <input type="checkbox"/> Finish Bake <input type="checkbox"/> Social Media	16 	Enjoy Events. Bake			20 	21 	22 	
<b>Celebrations</b>	<b>Christmas</b> <input type="checkbox"/> Celebrate! <input type="checkbox"/> Exchange Gifts <input type="checkbox"/> Attend Services	23	24 Christmas Eve	25  Christmas Day	Christmas Week!			29	
	<b>New Year</b> <input type="checkbox"/> Celebrate! <input type="checkbox"/> Put Away Decorations	30	31  New Year's Eve	January 1 New Year's Day	New Year, New You!		4  Tree Down	5	

# My Personal Holiday Plan

## *Things to Do, Places to Go, People to See!*

Follow this calendar planning sheet to give you a view of the whole season. Do this annually on your personal calendar and you'll be organized and well prepared ahead of time.

### **Step #1 - Mark This Year's Seasonal Dates**

- Thanksgiving, Christmas, New Year's
- Work and School vacations that affect you.
- Family Birthdays and Anniversaries you celebrate
- Travel dates for you and your family

### **Step #2 - Mark This Year's Personal Dates**

- Social Events you know of: concerts, parties, church, neighbors
- Shopping Dates to write a Master Gift List and begin shopping
- Decorating Dates to put up and take down holiday decorations
- Mailing Dates to write and send cards and packages

## **Time-Saving Holiday Tips**

1. Limit the number of evenings out to 3-4 per week to allow for relaxing downtime at home the other nights.
2. Double your limited social time by inviting friends to attend an event with you and going for dinner beforehand or dessert afterwards.
3. Mark weekly two-hour appointments for shopping, decorating, mailing cards and packages to spread out your preparations.
4. Shop fewer online & mall stores to save you time, gas & shipping.
5. Use holiday vacation time at Thanksgiving and Christmas to do a project or something memorable you've always wanted to do.

Remember any one activity is not a problem in itself. It's the accumulation of too many tasks at once that wears us out. Pace yourself with good calendar planning and a cheerful attitude. Then you can enjoy the whole festive season!

Discover more holiday tips in ***Simplify Your Holiday Season*** at [www.organizingpro.com](http://www.organizingpro.com).

# My Master Gift List

\_\_\_\_\_  
(Year)

Done X	#	Person	Gift Ideas	\$ Budget	Actual Gift and from Where	\$ Cost
	*					
	1					
	2					
	3					
	4					
	5					
	6					
	7					
	8					
	9					
	10					
	11					
	12					
			Total	\$		\$

The Master Gift List will save you time and money. Print as many charts as you need.