



# 2024 CHRISTMAS CHECKLIST



# Christmas Planning Checklist

## Right Now

- **Plan Gift List** – Decide who you are buying for and how much you plan to spend.
- **Set Your Holiday Budget** – Nothing is worse than getting to January and finding you overspent, again. I start my shopping early to spread it out a bit. This helps the budget.
- **Have Your Family Create Their Lists** – This helps with the budget and you can start looking for sales.
- **Start Shopping** – Shop a little during the week to shop when it is less crowded.
- **Stock Up** – Buy bulk gifts for neighbors, acquaintances and party hosts such as a case of wine, bulk candles, gift cards.
- **Order Christmas Cards** – Be on the lookout for special offers and promo codes. Get your Christmas stamps.
- **Finalize Travel Plans** – If you are traveling.
- **Finalize your Christmas card list** – Gather and organize your list in an excel spreadsheet so you may print labels – it will save you time from handwriting
- **Decorate** – Make sure you have everything you need to decorate the way you want.
- **Wrap Station** – Set up a wrapping station in a low traffic area. Wrap as you purchase gifts.

## First Week of December

- **Plan Your Party Wear** – Have Holiday parties to attend? Work parties? Performances? Check clothing, try it on, dry clean what needs it. Get accessories ready. Purchase new items if necessary.
- **Finalize and set up Decorations** – Put up the tree and any decorations.

## Second Week of December

- **Check Travel Arrangements** – Firm up travel plans and print boarding passes when the time comes.
- **Start Baking** – Make and freeze cookie dough, cookies and some desserts.
- **Do Some Freezer Cooking** – Make a few freezer meals so you have some quick meals on busy nights.
- **Mail Christmas Cards** – Keep track of returned cards to update addresses.

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## Third Week of December

- **Thank You** – Hand out gifts and treats to Mail Carriers, Hair Stylists, Teachers, and anyone else you want to thank.
- **Ship Gifts** – Ship gifts early to guarantee on time arrival and to try to beat the crowds. Or, you can schedule a home pickup at [www.usps.com](http://www.usps.com).
- **Prep Your Table** – Iron table linens.
- **Check Your Guest List** – If you are hosting any gatherings confirm your guest count.

## 1-6 Days Before Christmas

- **Finish Wrapping** – Finish last minute gift wrapping.
- **Go Grocery Shopping** – Purchase your non-perishables.
- **Thaw Turkey** – If applicable. Defrost in the coldest part of your refrigerator.

## Christmas Eve

- **Prep as Much as Possible** – Prepare as much food ahead of time as possible so you can relax and enjoy Christmas.
- **Plan a Simple Dinner** – Casseroles, Spaghetti, Tacos. Think simple.

## Christmas Day

- **Remember to Relax and Enjoy** – Don't get so caught up in everything that you do not take time to enjoy the day. It will all come together. Breathe!