HALLOWEEN TO CHRISTMAS

Holiday Planner

Plan Early. Stress Less. Enjoy More.

A practical printable companion to the Chaos Managed holiday planning blog. Use it to organize your calendar, gifts, meals, decorating, traditions, mailing and Christmas-week prep.

Samantha
Professional Organizer | Chaos Managed

From Chaos to Calm - One Organized Space at a Time

HOLIDAY MASTER CALENDAR

What's Happening This Holiday Season?

Get the commitments out of your head and onto your calendar - including the fun.

OCTOBER

- ■ Halloween activities
- ■ Halloween movie nights
- ■ Pumpkin patch
- ■ Pumpkin carving
- ■ Scarecrow-making party
- ■ School activities
- ■ Neighborhood events
- ■ Other: _____

NOVEMBER

- ■ November 1 - Halloween down / Christmas up!
- ■ Christmas decorating
- ■ Christmas movie nights
- ■ Thanksgiving
- ■ Family gatherings
- ■ Travel
- ■ Holiday parties
- ■ Other: _____

DECEMBER

- ■ Christmas cards
- ■ Gingerbread house-making party
- ■ Christmas cookie baking
- ■ Christmas light night
- ■ School / office parties
- ■ Religious celebrations
- ■ Christmas Eve / Christmas Day
- ■ Travel

Traditions we absolutely want to make time for:

CHAOS MANAGED TIP: Don't only schedule what you have to do. Put the things you want to do on the calendar, too.

HOLIDAY TO-BUY LIST

Everything Except Food & Gifts

Keeping these purchases separate prevents one enormous holiday shopping list.

CLOTHING & EVENTS

For Whom	Event	What We Need	Purchased
			■
			■
			■
			■
			■

DECORATING

- ■ _____
- ■ _____
- ■ _____
- ■ _____
- ■ _____

ENTERTAINING & PARTIES

- ■ _____
- ■ _____
- ■ _____
- ■ _____
- ■ _____

CARDS & MAILING

- ■ Christmas cards
- ■ Stamps
- ■ Address labels
- ■ Shipping boxes
- ■ Packing tape
- ■ Tissue / packing material
- ■ Other: _____

MISCELLANEOUS

- ■ _____
- ■ _____

- _____
- _____

CHRISTMAS GIFT PLANNER

Make the List. Set the Budget. Stick to It.

Total Gift Budget: $_____

Person	Gift Ideas	Budget	Bought	Wrapped	Mailed/Ready
		$	■	■	■
		$	■	■	■
		$	■	■	■
		$	■	■	■
		$	■	■	■
		$	■	■	■
		$	■	■	■
		$	■	■	■
		$	■	■	■

DON'T FORGET

- ■ Teachers
- ■ Coaches
- ■ Neighbors
- ■ Coworkers
- ■ Host / hostess gifts
- ■ Delivery / service people
- ■ Stocking stuffers
- ■ Other: _____

My goal for mailed gifts: December 1

FAMILY CHRISTMAS WISH LIST

Print One for Each Family Member

Name: _____

REALLY WANTS

WOULD LOVE

BOOKS / GAMES / HOBBIES

CLOTHING / SIZES

EXPERIENCES

ONLINE WISH LIST

GIFT IDEAS TO SHARE WITH FAMILY

CHRISTMAS CARD & MAILING PLANNER

Get It Out of the House!

CHRISTMAS CARDS

- ■ Update mailing list
- ■ Confirm addresses
- ■ Choose family photo
- ■ Order cards
- ■ Write family update if including one
- ■ Create individual family-member updates
- ■ Print address labels
- ■ Buy stamps
- ■ Address cards
- ■ Mail cards

GIFTS TO MAIL

Recipient	Gift	Wrapped	Packed	Mailed	Tracking
	■	■	■	■	
	■	■	■	■	
	■	■	■	■	
	■	■	■	■	
	■	■	■	■	
	■	■	■	■	
	■	■	■	■	

My mailing deadline: December 1

HOLIDAY MEAL PLANNER

Plan It Now. Shop in Stages.

CHRISTMAS EVE

CHRISTMAS MORNING

CHRISTMAS DINNER

OTHER ENTERTAINING

WHAT CAN I MAKE AHEAD?

HOLIDAY GROCERY LIST

Shop in Two Stages

Buy shelf-stable ingredients early. Save fresh ingredients for the final 2-3 days.

BUY EARLY - PANTRY

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

BUY EARLY - BAKING

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

DRINKS & ENTERTAINING

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

BUY 2-3 DAYS BEFORE - PRODUCE

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

DAIRY / REFRIGERATED

- ☐ _____
- ☐ _____

- [ ] _____
- [ ] _____
- [ ] _____

MEAT / BAKERY

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

HOME FOR THE HOLIDAYS

Get Ready Without a Last-Minute Cleaning Marathon

BEFORE DECORATING

- ■ Declutter main living areas
- ■ Have children purge toys
- ■ Donate usable items
- ■ Clear surfaces for Christmas decor
- ■ Create a temporary home for everyday decor
- ■ Clean areas as you decorate
- ■ Dust high surfaces while the ladder is already out!

NOVEMBER 1 - THE CHAOS MANAGED SWITCH

- ■ Take down Halloween decorations
- ■ Purge broken / unwanted Halloween decor
- ■ Label and store Halloween bins
- ■ Keep the ladder out!
- ■ Bring out Christmas bins
- ■ Clean each area
- ■ Put up Christmas decorations
- ■ Put everyday decor in temporary storage

ONE LADDER. ONE TRANSITION. LESS WORK.

ONE WEEK BEFORE CHRISTMAS

- ■ Laundry caught up
- ■ Guest beds made
- ■ Fresh guest towels
- ■ Bathrooms stocked
- ■ Toiletries available
- ■ Refrigerator cleaned out
- ■ Final spot-cleaning
- ■ Trash / recycling under control

HOLIDAY TRADITIONS

Make Room for What You'll Remember

HALLOWEEN

- ■ Halloween movie nights
- ■ Pumpkin patch
- ■ Pumpkin carving
- ■ Scarecrow-making party
- ■ Halloween dinner
- ■ Neighborhood gathering
- ■ Other: _____

NOVEMBER

- ■ Family Thanksgiving
- ■ Christmas decorating
- ■ First Christmas movie
- ■ Christmas shopping day
- ■ Other: _____

CHRISTMAS

- ■ Christmas movie nights
- ■ Gingerbread house-making party
- ■ Christmas cookie baking
- ■ Deliver cookies to neighbors / teachers
- ■ Drive around looking at Christmas lights
- ■ Decorate the tree together
- ■ Choose a new ornament
- ■ Christmas pajamas
- ■ Hot chocolate night
- ■ Christmas story night
- ■ Christmas concert / service
- ■ Family Christmas photo
- ■ Give / donate to others

Our must-do traditions:

If it's important, give it a place on the calendar.

CHRISTMAS WEEK COUNTDOWN

You're Almost There!

ONE WEEK BEFORE

- ■ Finish laundry
- ■ Prepare guest rooms
- ■ Bake Christmas cookies
- ■ Freeze extra cookies
- ■ Make freezer-friendly recipes
- ■ Check meal plan
- ■ Review grocery list
- ■ Clear refrigerator space

2-3 DAYS BEFORE

- ■ Buy fresh groceries
- ■ Begin food prep
- ■ Thaw frozen turkey safely in refrigerator
- ■ Prepare make-ahead dishes
- ■ Set Christmas dinner table
- ■ Organize serving dishes

CHRISTMAS EVE

- ■ Finish food preparation
- ■ Check batteries
- ■ Charge phones
- ■ Charge cameras
- ■ Charge portable speakers / devices
- ■ Assemble complicated toys
- ■ Put out trash bags for wrapping paper
- ■ Put away the to-do list!

You've planned. You've prepared. Now enjoy it.

ONE LAST THING...

If something doesn't get done, Christmas will still come.

The goal isn't perfection.

The lists, calendars, bins, budgets and plans are simply tools that help you get the work out of the way so you have more time for the things that really matter.

Plan early.
Give everything a home.
Make room for your traditions.

And then... enjoy your Christmas.

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