Holiday Template Pack

MyCHRISTMAS
your christmas specialists

What's in your template pack?

Now it's time to plan and get to work simplifying your holiday season.

How to use: There are twelve templates in your Christmas Planner with several options; however, easy is the objective so only use the ones that work for you and leave the rest. As an example, I love the master "to do", gift and cooking lists, but I don't use any of the weekly 'to do' planners.

1 MASTER 'TO DO' LIST

When you create your lists of shopping and 'to do' for each of your activities (e.g. gift buying, baking, Christmas day) either list these in the weekly 'to do' templates or add them to the master list. Simply tick them off as they are completed.

Tip: as you add and complete tasks don't forget to update your photo of the list kept on your smart phone.

2 WEEKLY "TO DO" LIST

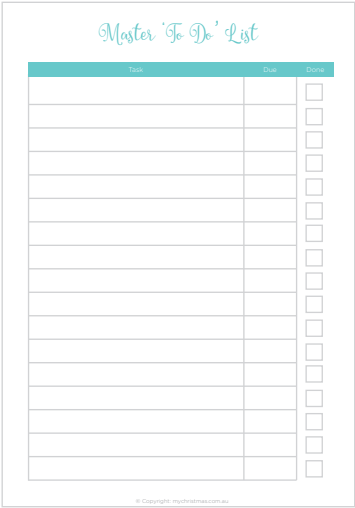
If you prefer to have a week-by-week schedule, use these pages to create your plan. Start with your Master List and Shopping List and then move each item into the weekly planner. Use the "Stress Free Planner" guidelines in this booklet for suggested time frames for each item.

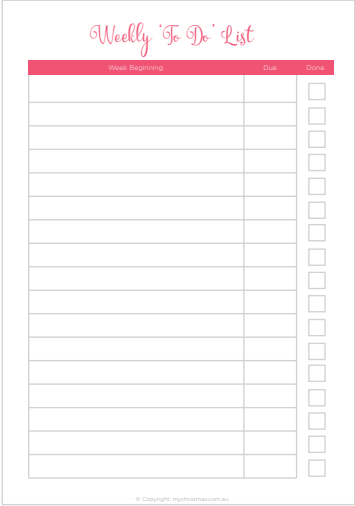
3 Christmas Day Planner

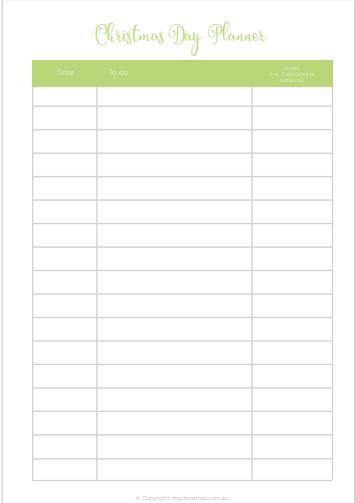
One of the things I find most stressful about planning Christmas day is getting the timing right. Therefore, using the planner to create a running sheet of when to bake and serve throughout the day takes all the stress out of these activities. Also, if you have a running sheet in the kitchen anyone can come along and help with the serving and they will know exactly what to do - allowing you more time to chill out.

4 Budget

Budgets can sometimes feel daunting especially around Christmas. However, planning ahead and keeping simple spending details will decrease your stress, help you keep your spending in check and may help you reconsider on some unnecessary purchases. The sheet has an overall summary of the main expenditures as well as 6 blank budget sheets that allow you to complete more specific costing for each area.





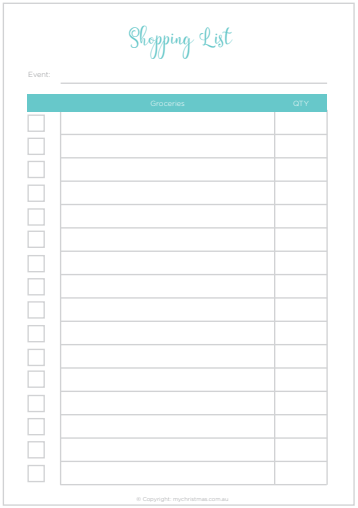


5 Gift List

One of my favourite templates; if you pull it out early it will save you a lot of the stress and money of trying to find that last minute gift. Use this template as you search the web or catalogues to get gift ideas. Take notes of websites you might purchase from, or if you do purchase keep your order number details on the sheet. If you are hiding presents note where you have put them. (I'm still looking for one present I bought for my son's last birthday 10 months ago).

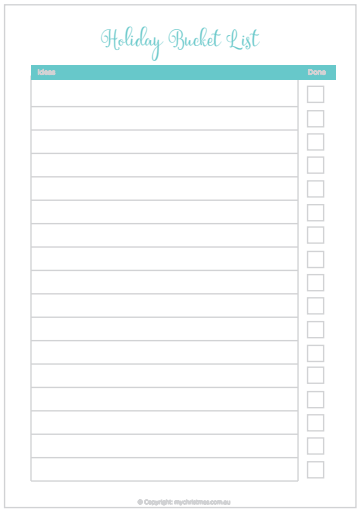
6 Shopping List

When you create your shopping list, for each of the items, ensure you add the activity to you Master List so you don't forget to make the time to do your shopping. Tip: as you add and complete tasks don't forget to update your photo of the list kept on your smart phone.



7 Holiday Bucket List

The perfect place to list all the fun things you want to achieve during the school holidays with your family. When creating the list ask the children to consider activities that are free as well as special outings. Remember to keep your bucket lists as they will be very special reminders of what you did on your holidays to look back on in the future.



8 OTHER LISTS/TEMPLATES

The final 5 templates are all very useful but need no explanation. They are:

- Christmas Party Planner
- Christmas Party Guest List
- Christmas Menu Planner
- Baking Planner
- Card List.

Final Thoughts

Christmas day for us is about having fun, catching up with family, enjoying each other's company, and loads of fun for the children.

I hope these pages help you as you create memorable Christmas days with your loved ones.

Master 'To Do' List

Task	Due	Done
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐

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Weekly 'To Do' List

Week Beginning	Due	Done
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐

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November / December Planner

Week 1

Week 2

Week 3

Week 4

Week 5

Week 6

Week 7

Week 8

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Shopping List

Event:

	Groceries	QTY
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Card List

Name	Sent	Received
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
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	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐

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Gift List

Name	Ideas	Budget	Stores	Notes: bought, order details and where item's stored

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Baking Planner

Item	Recipe Source and Notes
Aim to bake by:	

Item	Recipe Source and Notes
Aim to bake by:	

Item	Recipe Source and Notes
Aim to bake by:	

Item	Recipe Source and Notes
Aim to bake by:	

Item	Recipe Source and Notes
Aim to bake by:	

Item	Recipe Source and Notes
Aim to bake by:	

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Budget

Overall Budget	Budget	Actual
Food		
Alcohol		
Decorations		
Gifts		
Cards, wrap, postage		
Party		
Others		

Overall Budget	Budget	Actual

Overall Budget	Budget	Actual

Overall Budget	Budget	Actual

Overall Budget	Budget	Actual

Overall Budget	Budget	Actual

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Christmas Party Planner

Date: _____

Time _____

Theme: _____

Menu (Including Drinks):	Things to do:

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Party Guest List

Name	Attending	No. Attending	Declined	Bringing Food/Drink
Total no of guest:				

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Christmas Menu Planner

Dish	Recipe Source and Notes
☐ nibble ☐ entree ☐ main ☐ dessert	
Delegated to:	

Dish	Recipe Source and Notes
☐ nibble ☐ entree ☐ main ☐ dessert	
Delegated to:	

Dish	Recipe Source and Notes
☐ nibble ☐ entree ☐ main ☐ dessert	
Delegated to:	

Dish	Recipe Source and Notes
☐ nibble ☐ entree ☐ main ☐ dessert	
Delegated to:	

Dish	Recipe Source and Notes
☐ nibble ☐ entree ☐ main ☐ dessert	
Delegated to:	

Dish	Recipe Source and Notes
☐ nibble ☐ entree ☐ main ☐ dessert	
Delegated to:	

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Christmas Day Planner

Time	To do	Notes (inc. if allocated to someone)

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Holiday Bucket List

Ideas	Done
	☐
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