

Christmas Countdown

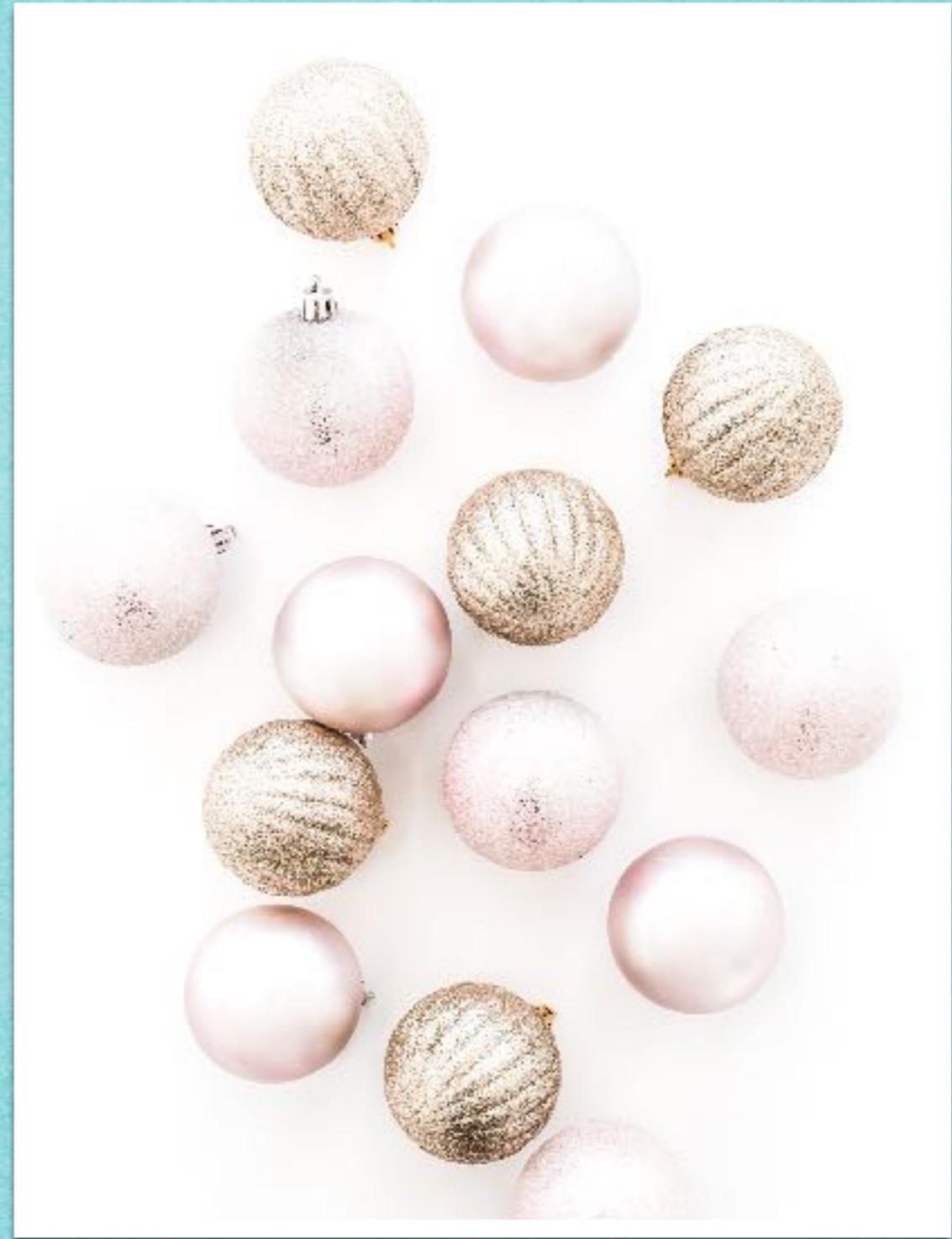
With The Organizer UK



*A simple guide to
A calmer Christmas!*

*Follow these
simple daily
steps*

*To an organised
holiday season .*



What you'll learn.

- ▶ How to split the tough jobs into simple daily tasks, so when the big day arrives you will be super organised and chilled!
- ▶ How to prioritise tasks
- ▶ How to plan ahead to avoid the last minute rush.

Week 1 days 1-7 planning.

- ▶ Day 1 ~ Write your Christmas card list.
- ▶ Day 2 ~ Write you Christmas gift list.
- ▶ Day 3 ~ Write your guest list
- ▶ Day 4 ~ Write your grocery list
- ▶ Day 5 ~ Write a budget
- ▶ Day 6 ~ Plan your menu
- ▶ Day 7~ Plan any homemade gifts.



Week 2 , days 8-14 , supplies!

- ▶ Day 8 ~ Buy sticky tape, stamps, batteries, postage bags, glittery pens and permanent marker pens.
- ▶ Day 9 ~ Dig out any cards and wrapping supplies from last year, discard any you will not be using this year.
- ▶ Day 10 ~ Buy scissors if needed.
- ▶ Day 11 ~ Buy cards , wrapping paper, cellophane, ribbon and labels .
- ▶ Day 12 ~ Set up a wrapping station in a convenient area. ~ fill a box with sticky tape, scissors, wrap , ribbon , cards and stamps ready to jump in with the wrapping and card writing when you have a spare few minutes.
- ▶ Day 13 ~ Buy non perishable foods such as nuts, condiments, drinks, chocolates, snacks.
- ▶ Day 14 ~ Check and launder any table linens needed for the Christmas table.



Week 3, days 15 - 21 Getting things done!

- ▶ Day 15 ~ Write all cards, address then stamp.
- ▶ Day 16 ~ Wrap any presents needing to be posted.
- ▶ Day 17 ~ Write menu and print it out.
- ▶ Day 18 ~ Write invitations, include the menu and address.
- ▶ Day 19 ~ Write any cards with letters to be posted overseas.
- ▶ Day 19 ~ Post invitations , cards , presents and overseas mail.
- ▶ Day 21 ~ Check any up coming birthdays, children parties, or special dates which fall within the holiday season up until the first week in January and make a list of any presents and cards needed, ready to purchase when you can.



Week 4, day 22 -29

Getting ready!

- ▶ Day 22 ~ Check decorations and discard any which you don't need, decorate on a day of your choice.
- ▶ Day 23 ~ Deep clean the guest rooms.
- ▶ Day 24 ~ Write a list of essential supplies, tea, coffee, laundry powder, toilet roll, toothpaste, shampoo, shower gel, bin bags, tin foil, dishwasher tablets, pet food, baby supplies etc and stock up, this is to avoid having to dash out for emergency supplies and forgotten basics!
- ▶ Day 25 ~ Declutter! Get rid of anything which doesn't belong in your house, pare down the toys, clothes, etc lets make some space to breathe!
- ▶ Day 26 ~ Clean the oven
- ▶ Day 27 ~ Clean all windows
- ▶ Day 28 ~ Clean front door and porch area
- ▶ Day 29 ~ Sweep garden paths, tidy garden.



Week 5 day 30-31

- ▶ Day 30 ~Write and post the remaining cards.
- ▶ Day 31~Wrap as many presents as you can.

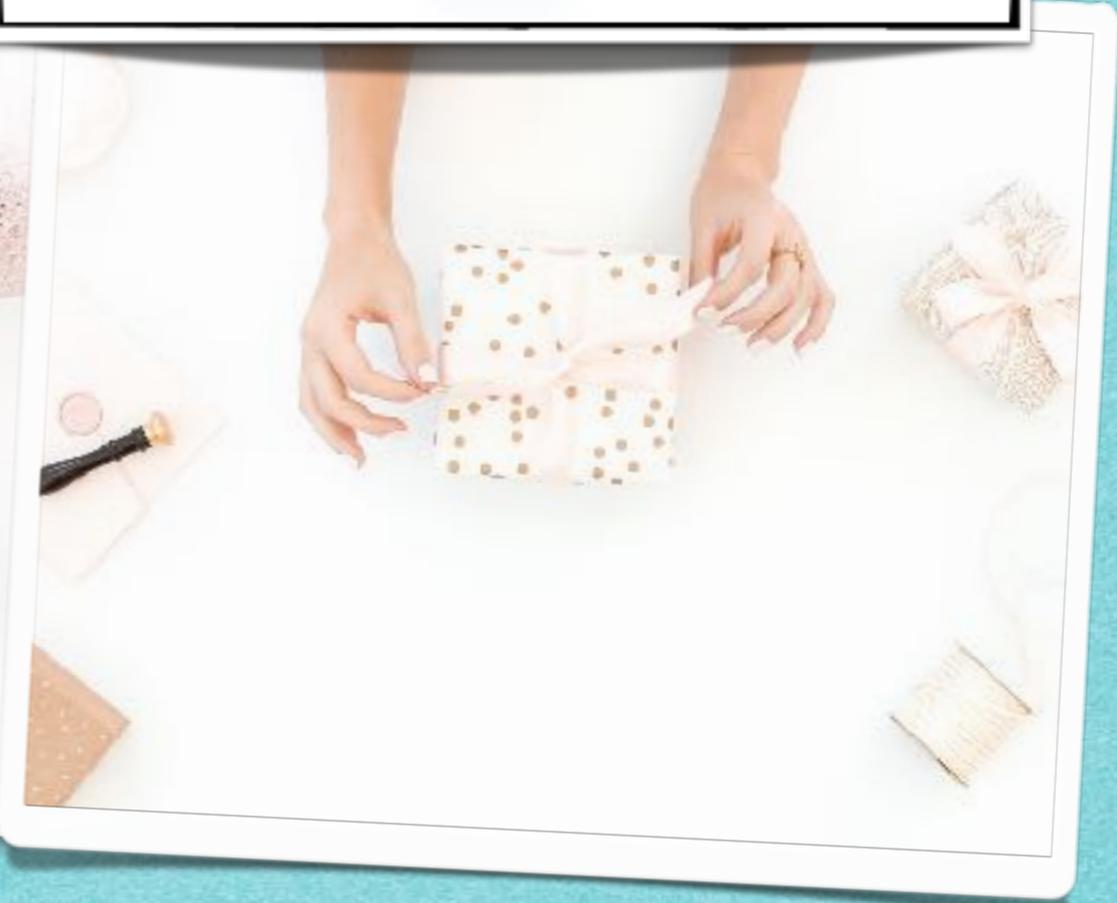


- ▶ You should now be in a position to concentrate on the final few touches before the big day!

- ▶ Concentrate on deep cleaning any areas of your house your guests will see.

- ▶ Prepare all vegetables on Christmas Eve .

- ▶ Keep adding to and reviewing your list of jobs and make sure to prioritise any jobs you can do right away . Do not procrastinate!



“Merry Christmas!”

– from The Organizer UK