

CHRISTMAS CHECKLIST

THE LITTLE ORGANISING COMPANY

www.thelittleorganisingcompany.com

Home & Decoration

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- ☐ Edit/Declutter (esp. toys & clothes)
- ☐ Take to Charity shop
- ☐ Locate decorations/extension cables
- ☐ Edit/declutter broken, unused items
- ☐ Buy spare lights/batteries/tree chocs
- ☐ Download ideas for naughty elf kid's toy
- ☐ Buy/build Christmas Tree
- ☐ Decorate Christmas tree
- ☐ Plan/clean house
- ☐ Decorate inside & outside
- ☐ Make/buy wreath
- ☐ Replace linen/towels
- ☐ Water tree daily (set phone alarm)
- ☐ Put on fresh sheets
- ☐ Tidy house
- ☐ Lay out glasses (easy access on day)
- ☐ Take down tree & recycle

NOTES

Gifts

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- ☐ Write your wish list
- ☐ Ask for everyone else's wish list
- ☐ Write gift list
- ☐ Write cards name list (save for next year)
- ☐ Buy wrapping, tags, cards & stamps
- ☐ Make homemade gifts
- ☐ Order online presents
- ☐ Buy presents (support local shops)
- ☐ Buy thank you gifts & crackers
- ☐ Write cards
- ☐ Wrap presents (allow 2-3 hrs)
- ☐ Wrap parcels for posting & address
- ☐ Take items to post office
- ☐ Deliver gifts
- ☐ Enjoy all the gifts on Christmas Day
- ☐ Donate unwanted gifts in new year
- ☐ Store unused cards etc. for next year

NOTES

Food & Drink

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- ☐ Decide on events & menu
- ☐ Write shopping list
- ☐ Book in online delivery slot
- ☐ Use up freezer items, to make space
- ☐ Order turkey/meats (local butcher)
- ☐ Buy/order - dry goods/drinks/house
- ☐ Buy/order - frozen goods /ice
- ☐ Buy/order - meats/fish/cheese/fresh
- ☐ Bake - cakes, mince pies etc.
- ☐ Prepare veg/potatoes
- ☐ Lay table & decorate inc. crackers
- ☐ Prepare cold options like starters
- ☐ Cook meat/vegetarian mains
- ☐ Re-heat pre-prepared items
- ☐ Cook vegetables/potatoes
- ☐ Make gravy, bread sauce etc...
- ☐ Delegate the clear up *

NOTES

*Suggestion, anyone who cooks doesn't clear up

Activities

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- ☐ Diarise weekly, 30 mins Christmas prep
- ☐ List out activities you'd like to do
- ☐ Christmas Day - Who, where, timings
- ☐ Boxing Day - Who, where, timings
- ☐ New Year (NY) - Who, where, timings
- ☐ Invite people
- ☐ Book online tickets (Ice skating etc.)
- ☐ Review diary, keep some time spare
- ☐ Look up last posting dates
- ☐ Book time for wrapping presents
- ☐ Book haircuts
- ☐ Book beauty appointments (nails etc.)
- ☐ Purchase any special outfits
- ☐ Mince pies & carrots (Father Christmas)
- ☐ Play Christmas music
- ☐ Tally up all of Christmas spend
- ☐ Book something nice for after NY

NOTES
