

# get organized week checklist



## to do this week:

## notes:

- Follow daily Countdown messages at OrganizedChristmas.com
- Set aside 15 minutes a day to begin planning for Christmas
- Create a Christmas planning center in a cozy corner, desk or table
- Assemble a Christmas planner notebook for holiday planning
- Print a holiday calendar, and post it for reference
- Review holiday values privately, then again with family
- Start a master gift list; add it to your Christmas planner
- Begin a Christmas card list
- Complete the holiday home spruce-up exercise; schedule projects
- Firm up holiday travel plans and make travel reservations
- Hosting house guests? Make arrangements for overnight visitors
- Schedule a family photo session for gifts or holiday cards
- Arrange for carpet cleaning if needed
- Declutter tabletops and public rooms before you decorate
- Decorate for Halloween
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Find Christmas Countdown assignments, messages and free printable planner pages at <http://organizedchristmas.com/christmas-countdown>



## to print this week:

## to buy this week:

- |                                                       |                               |
|-------------------------------------------------------|-------------------------------|
| <input type="checkbox"/> Countdown calendar           | Supplies for cards or letters |
| <input type="checkbox"/> Get Organized Week checklist | Postage stamps                |
| <input type="checkbox"/> Planner cover & spine        |                               |
| <input type="checkbox"/> Holiday planning calendars   |                               |
| <input type="checkbox"/> Values worksheet             |                               |
| <input type="checkbox"/> Master gift list             |                               |
| <input type="checkbox"/> Christmas card list          |                               |
| <input type="checkbox"/> Gift ideas planner           |                               |
| <input type="checkbox"/> Home spruce-up worksheet     |                               |