Planning & Paperwork Week

In the House:	For the Holidays:	To Buy:
Declutter paperwork area	Schedule time for planning	
Clean paperwork area	Set up a Christmas planner	
Tidy household filing system	Complete values exercise	
	Create a planning center	
	Establish a budget	
	Start saving Christmas cash	
	Begin a master gift list	
		To Print:
		Planner Cover
		Planner Spine
		Week 1 Checklist
		Values Worksheet
		Holiday Budget
		Master Gift List
		To Call:
Notes:		
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