## gifts and giving week checklist

•	to do this week:	notes:
	Follow daily Countdown messages at OrganizedChristmas.com	
	Sign and address second group of Christmas cards or letters	
	Renegotiate gift-giving with extended family	
	Continue gift shopping; buy one-fifth of gifts this week	
	Purchase any online or catalog gifts this week to ensure delivery	
	Make a "gifts-to-make" list for handmade gifts	
	Divide "gifts to make" list into 4 groups; complete 1 group this week	
	Swapping? Use a holiday swaps tracker to keep tabs on swaps	
	Plan Thanksgiving dinner	
	Order turkey	
	Set up a wrap and mail center	
	Schedule family service projects	
	Reserve babysitters for December's nights out	
	Start a stocking stuffers list	
Find Christmas Countdown assignments, messages and free printable planner pages at http://organizedchristmas.com/christmas-countdown		
•	to print this week:	to buy this week:
	Gifts and Giving Week checklist	Christmas gifts (1/5th of list)
	Internet/Catalog order tracker	Handmade gift supplies
	Gifts-to-make list	Gift wrap
	Swaps tracker	Mailing supplies
	Swaps directory	
	Holiday menu planner	
	Stocking stuffers list	