





























# November 2011

MON	TUE	WED	THU	FRI	SAT	SUN
	1	2	3	4	5	6
	Grab a planning buddy and do this plan together – it makes a difference! 	Commit the time to being organised for the holidays! <i>At least</i> 15 minutes a day. 	Write down your goals for this Christmas. Make them very specific.	Make sure you have an up-to-date diary or calendar. 	Make a holiday info file. An old binder with plastic sleeves or even just a notebook is just fine.	Find the holiday cards, decorations etc from last year. Don't pull it all out yet, just locate it all and make note of where it is.
7	8	9	10	11	12	13
Start a Master shopping list in your notebook. Start to collect catalogues for ideas.	Create a realistic holiday budget. Don't rely on your credit cards and you can avoid the debt hangover next year.	Start a holiday card list in your notebook with up-to-date addresses.	Book babysitters and venues for any upcoming parties 	Pull out all your unused holiday cards from last year and put them in or with your notebook or binder.	Buy any more holiday cards that you need and pick up some stamps, too. 	Separate your cards into thirds. Write, address and stamp on-third of your cards this week but don't seal them. Do overseas ones first.
14	15	16	17	18	19	20
Pull out last year's leftover wrappings. Are you going to use them this year? Yes, Good. No? Recycle or donate them and buy new.	If you're traveling over the holidays, book your accommodation. If you're having guests, find out how many and for when.	Book any house-cleaning (carpets, sofas etc) if you need to spruce up the place. 	Are you writing a family newsletter to go in cards? If so, spend 15 minutes making notes and planning content.	If you're making any gifts this year, buy all the materials now. Buy sticky-tape if you need to while you're at it.	Spend 15 minutes decluttering. Start with the worst area that will be seen by visitors. 	This week, buy or make a third of your gifts. Try to do the ones you have to mail first. Wrap and label them <u>now</u> .
21	22	23	24	25	26	27
Wander around your house and make note of how you can spruce it up. Plan how you want to decorate.	Write in another third of your holiday cards. Address and stamp them; don't seal them yet if you're doing a newsletter.	Finish the newsletter and print off all the copies you'll need. Add them to cards you've done so far. Post overseas cards now.	Wander around <i>outside</i> and make note of how you can spruce it up as well. 	Spend 15 minutes a day decluttering. If you don't have much clutter around, do some deep (spring) cleaning.	Pull out all your decorations and make a shopping list if you wish to buy new ones. 	If you'll be traveling, book your car in for a service. Schedule it for 2 weeks before you leave in case you need more work done.
28	29	30				
Spend some time this weekend in your garden and outdoor area. 	Go decorations shopping if you wish. If you don't need to, spend 15 minutes decluttering.	Make sure you know where all of your outdoor entertaining stuff is. You might need more chairs at some stage.	<p><b>Note:</b> Don't try to be a perfectionist. You'll find this guide does not promote perfection at all – just do your best and relax your expectations. Do you want to be “perfect but a miserable crank” or “pretty good and happy” at holiday time? Just relax – people are more important than stuff 😊</p>			

MON	TUE	WED	THU	FRI	SAT	SUN
			1	2	3	4
			<p>This week, buy or make the 2<sup>nd</sup> third of your presents. Wrap and label them <u>now</u>.</p>	<p>Spend 15 minutes decluttering or deep cleaning.</p>	<p>Write in the final third of your holiday cards, add in the newsletter and address and stamp them.</p>	<p>Post the rest of your holiday cards.</p> 
5	6	7	8	9	10	11
<p>Spend 15 minutes decluttering or deep cleaning.</p> 	<p>Order any special foods you might need for celebration meals.</p>	<p>Put up all of your decorations (if you haven't already!)</p> 	<p>This week, buy or make the final third of your presents. Wrap and label them <u>now</u>.</p>	<p>Mail any presents that need to be posted.</p> 	<p>Spend 15 minutes decluttering or deep cleaning.</p> 	<p>Develop your holiday menu and plan a cooking schedule.</p>
12	13	14	15	16	17	18
<p>If you're hosting any meals, check you've got plenty of serving dishes and linen.</p>	<p>Spend 15 minutes decluttering or deep cleaning.</p>	<p>Buy a couple of small gifts for people that might drop in with gifts for you!</p> 	<p>Make meals to freeze that can be eaten in the days before Christmas when it's extra busy.</p>	<p>Spend 15 minutes decluttering or deep cleaning.</p>	<p>Do some Christmas cooking; stuff that you can freeze.</p> 	<p>If you'll be having guests make sure all guest linen is washed and in good condition.</p>
19	20	21	22	23	24	25
<p>Do something just for you. For the girls especially, a pedicure is good in summer.</p> 	<p>Check that all of your camera batteries are charged and you have plenty of memory available.</p>	<p>More cooking....</p> 	<p>Last-minute house tidy-up.</p> 	<p>RELAX....you're all ready!</p> 	<p>Christmas Eve.</p> <p>Put out your stockings!</p> 	<p>CELEBRATE!</p> 
26	27	28	29	30	31	1
<p>Chill out.....</p> 	<p>If you are working today, go through your workspace and 'spring clean' it.</p> 	<p>Write any lessons learned in your Christmas notebook to refer to next year. File it, preferably with other Christmas stuff.</p>	<p>Collect all your greeting cards. Recycle last year's and store this year's.</p>	<p>Take down your decorations and tree. You can wait until January if you like, however – there's no rush!</p>	<p>Get ready to party!</p> 	<p>Happy New Year!</p> 