The Christmas Organization Calendar

A 6-WEEK HOLIDAY PLANNER · FREE PRINTABLE

Six weeks, one master list, and a calmer December. Work through one week at a time, use the worksheets to keep gifts, budget and menus in one place, and leave room for the slow, cozy moments that make the season.

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How It Works 01

Start about six weeks before Christmas. Each week has one focus, so nothing piles up in December. Use the checklists to tick things off and the worksheets to keep every detail in one place.

WEEK 6

Plan + Budget

Calendar every event, make one master list, set a total budget and start the gift tracker.

WEEK 5

Reset + Prep

Reset the main rooms, set out a donation basket, test the lights and set up a wrapping station.

WEEK 4

Decorate + Shop

Decorate the tree and main rooms. Buy personalized, hard-to-find and shipped gifts first.

WEEK 3

Menu + Pantry

Write the menu, buy shelf-stable and freezer items, and assign dishes to guests.

WEEK 2

Wrap + Ready the House

Wrap and label as you go, start a returns bag and prepare the guest room.

WEEK 1

Fresh Food + Slow Time

Buy fresh groceries, make one or two dishes ahead, set the table early and schedule rest.

SHOPPING RULES

Shop from the list, not the aisle.

Buy hard-to-find and shipped gifts first.

Check every purchase against the budget.

Keep every receipt in one envelope.

Weeks 6–4

02

WEEK 6 · PLAN + BUDGET

WEEK OF _____

- [ ] Calendar every event and gathering
- [ ] Make one master list
- [ ] Set a total holiday budget
- [ ] Start the gift tracker
- [ ] Note shipping and RSVP deadlines
- [ ] _____
- [ ] _____

WEEK 5 · RESET + PREP

WEEK OF _____

- [ ] Reset the main living spaces
- [ ] Set out a donation basket
- [ ] Test the lights before decorating
- [ ] Set up a wrapping station
- [ ] Clear one clutter hotspot
- [ ] _____
- [ ] _____

WEEK 4 · DECORATE + SHOP

WEEK OF _____

- [ ] Decorate the tree and main rooms
- [ ] Buy personalized gifts first
- [ ] Buy hard-to-find or shipped gifts
- [ ] Shop from the list, not the aisle
- [ ] Check gifts against the budget
- [ ] _____
- [ ] _____

Weeks 3–1

03

WEEK 3 · MENU + PANTRY

WEEK OF _____

- [ ] Write the holiday menu
- [ ] Buy shelf-stable ingredients
- [ ] Buy freezer items
- [ ] Assign dishes to guests
- [ ] Note your prep days
- [ ] _____
- [ ] _____

WEEK 2 · WRAP + READY THE HOUSE

WEEK OF _____

- [ ] Wrap and label as you go
- [ ] Start a returns bag
- [ ] Prepare the guest room
- [ ] Set up a coat space
- [ ] Check gift receipts
- [ ] _____
- [ ] _____

WEEK 1 · FRESH FOOD + SLOW TIME

WEEK OF _____

- [ ] Buy fresh groceries
- [ ] Make one or two dishes ahead
- [ ] Set the table the night before
- [ ] Schedule slow time
- [ ] _____
- [ ] _____
- [ ] _____

Budget + Key Dates 04

HOLIDAY BUDGET

CATEGORY	PLANNED	ACTUAL
Gifts		
Stocking stuffers		
Food + drinks		
Wrapping		
Shipping		
Events + outings		
Travel		
Cards + postage		
Other		
Total		

KEY DATES

DATE	EVENT	NOTES

Gift Tracker

05

NAME	GIFT IDEA	BUDGET	SPENT	BOUGHT	WRAPPED	GIVEN	STORED
				☐	☐	☐	
				☐	☐	☐	
				☐	☐	☐	
				☐	☐	☐	
				☐	☐	☐	
				☐	☐	☐	
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				☐	☐	☐	
				☐	☐	☐	

Christmas Menu Map 06

THE MENU

DISH	MAKE AHEAD?	PREP DAY	WHO'S BRINGING IT

GROCERY LIST

SHELF-STABLE

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

FREEZER

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

FRESH · BUY LAST WEEK

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Guests + Wrapping 07

GUEST ROOM PREP

- [ ] Wash the linens
- [ ] Clear the surfaces
- [ ] Make closet or luggage space
- [ ] Leave an extra charger
- [ ] Toothbrush + toiletries
- [ ] Tissues + water
- [ ] Set a coat spot
- [ ] _____
- [ ] _____

WRAPPING STATION

- [ ] Paper
- [ ] Tissue paper
- [ ] Ribbon
- [ ] Gift tags
- [ ] Tape
- [ ] Scissors
- [ ] Pens
- [ ] Gift receipts
- [ ] Spare boxes

RETURNS + EXCHANGES

ITEM	STORE	DEADLINE	DONE
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐

The One-Week Rescue 08

Short on time? Start here. One focus a day for the last seven days.

DAY 1	Set your remaining budget, list who still needs a gift and buy the three most urgent.	NOTES
DAY 2	Decorate only the tree and one main room.	NOTES
DAY 3	Choose a simple menu and buy shelf-stable ingredients.	NOTES
DAY 4	Finish gifts (local, digital or an experience) and wrap as you go.	NOTES
DAY 5	Fresh groceries and one or two make-ahead dishes.	NOTES
DAY 6	Guest areas, bathrooms, coat space and serving supplies.	NOTES
DAY 7	A basic reset, charge devices, set out the morning, and stop.	NOTES

THE 15-MINUTE RESET

Clear the kitchen counter, the entry and the coffee table, then choose one task for tomorrow.

SLOW MOMENTS I'M KEEPING

A movie _____ A playlist _____

A book _____ A walk _____