CHRISTMAS TO-DO LIST · WEEK BY WEEK

December, one week at a time

Budget _____

Late November get ready	WHO
☐ Agree on dates, plans and who hosts	
☐ Set a gift and food budget	
☐ Write the gift list: for whom, who buys	
☐ Book travel, time off, childcare	
☐	

Week 1 Dec 1–7	WHO
☐ Order gifts that ship	
☐ Cards and parcels: check last posting dates	
☐ Decorations up (if you like)	
☐ Pre-order the main dish or a food delivery slot	
☐	

Week 2 Dec 8–14	WHO
☐ Finish gift shopping	
☐ Plan the menu and a shopping list	
☐ Confirm guests, allergies, who brings what	
☐ Wrap as gifts arrive	
☐	

Week 3 Dec 15–21	WHO
☐ Buy drinks and long-life food	
☐ Prep the guest space, extra chairs	
☐ Wrap the rest; batteries and tape	
☐ Make and freeze what can be made ahead	
☐	

Christmas week Dec 22–23	WHO
☐ Fresh food shop (go early)	
☐ Write a simple cooking timeline	
☐ Quick tidy: kitchen, bathroom, entrance	
☐ Charge devices, check the route	
☐	

The days Dec 24–26	WHO
☐ Who cooks, who clears, who hosts	
☐ Thaw, prep, set the table the night before	
☐ Nothing else on the list	
☐	
☐	

After Dec 27–Jan 1	WHO
☐ Returns and exchanges (keep receipts)	
☐ Thank-yous	
☐ Tree, boxes and recycling	
☐ Notes for next year	
☐	

NOT THIS YEAR

Traditions, trips or tasks you are happy to drop. Write them down so nobody does them out of habit.