

Organize For The Holidays

Let's organize for the upcoming holidays, so that your time can be spent enjoying the season and not stressing over the details. Keep your holiday dream theme in mind, and your holiday notebook handy as you go through this checklist.

Holiday Cards

_____ Go to your rolodex file and mark each card recipient's file card with a small red line in the upper left-hand corner.

_____ Take a count of all cards you just marked.

_____ Make note of this number in your Holiday notebook.

_____ As cards are delivered during the holidays, mark a green line through the red line on the appropriate rolodex cards. This _____ will help you with next year's list and you'll be sure you didn't overlook someone.

_____ Make note of the number of stamps you'll be needing to post your cards.

_____ Add one book of stamps to your weekly marketing list until you have enough, allowing for some extras. This way the _____ postage will not become a budget buster.

_____ If you have your cards on hand now, you can start writing a few up each evening.

_____ If you don't have your cards yet, be on the lookout for sales or send your printing order in. If your cards are addressed _____ before Thanksgiving, you can post them the first week of December and really be ahead of the game.

Holiday gift wrap

_____ Gather any holiday gift wrap you might have left from last year.

_____ Iron it flat if necessary.

_____ Gather coordinating package toppers.

_____ If you have no gift wrap at this time, consider using freezer wrap or a plain gold or silver paper. This way your gift wrap _____ is clutter-busted for the year. These papers can be used for all occasions just by changing the ribbons or toppers. Storage _____ is simpler and this option is very economical.

_____ Check your tape supply. You might need to add tape to your marketing list.

NOTE: By using plain paper and using different colored ribbons for each family member you can eliminate gift cards altogether. It also helps to prevent holiday morning confusion.

Holiday decorations

_____ Gather all your holiday decorations from their storage areas and put them in your kitchen. Do not include your artificial _____ tree if you have one.

_____ Check wreaths to ensure they are in good condition.

_____ If usable as they are, hang them in your garage or coat closet with a plastic bag over them.

_____ If you will be adding further decoration to them, set them aside until you run across the decorations you will be using. _____ Put the decorations in a bag and attach to the wreath.

_____ Hang the wreath and decoration bag up until you find a quiet afternoon to work on them.

_____ Go through all your ornaments and set aside those that you do not truly love.

_____ Check the keepers for needed repairs.

_____ If you use more than one tree, repack the ornaments according to tree. For example, I have a children's tree and an angel _____ tree. I pack all the ornaments for the children's tree together and all the ornaments for the angel tree together. Label _____ their storage containers accordingly.

_____ If you can, try to store your ornaments in plastic containers rather than cardboard. The plastic provides more protection _____ against insects and other little critters.

_____ Now go through your "non-keeper" ornaments. Toss all broken glass ornaments away immediately. (Put them into a _____ small box before putting them in the trash to prevent cutting anyone.)

_____ If you have shredded satin ornaments, they can be brought back to life by covering them with a circle of tulle or lace. _____ Decorate them with a couple of ribbons and a silk flower or any loose ornamentation you have lying around. They look _____ beautifully Victorian.

_____ Check your discard pile for bits and pieces of ornaments that might be used as package toppers.

_____ Go through all your lights making sure they operate correctly.

_____ Go through your garland make sure it is in good condition.

_____ Make notes of any additional decorating needs in your holiday notebook.