A COMPLETE HOLIDAY ORGANIZER



Christmas
PLANNER

BUDGET · GIFTS · MENU · CARDS · CALENDAR

PRINTABLE PDF

A4 · 20 PAGES

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CHRISTMAS PLANNER

Christmas at a Glance

Your whole holiday season on one page

KEY DATES

Dec 24 · Christmas Eve

Dec 25 · Christmas Day

TOP PRIORITIES

1.

2.

3.

4.

5.

TOTAL BUDGET

SPENT SO FAR

REMAINING

TRADITIONS WE LOVE

GATHERINGS & EVENTS

THIS YEAR I WANT CHRISTMAS TO FEEL…

CHRISTMAS PLANNER

Christmas Countdown

Tick off each step, starting eight weeks out

8–6 WEEKS BEFORE

- [ ] Set your overall budget
- [ ] List everyone you are buying for
- [ ] Plan travel and time off work
- [ ] Order photo cards or custom gifts
- [ ] Start gift research
- [ ]

5–4 WEEKS BEFORE

- [ ] Start gift shopping
- [ ] Send party invitations
- [ ] Plan menus and recipes
- [ ] Order online gifts (allow shipping time)
- [ ] Check lights and decorations
- [ ]

3 WEEKS BEFORE

- [ ] Decorate the home and tree
- [ ] Write and address Christmas cards
- [ ] Book or confirm travel plans
- [ ] Plan outfits and family photos
- [ ] Finish most gift shopping
- [ ]

2 WEEKS BEFORE

- [ ] Mail cards and far-away gifts
- [ ] Wrap gifts and add tags
- [ ] Confirm guests and RSVPs
- [ ] Order non-perishable groceries
- [ ] Schedule a deep clean
- [ ]

1 WEEK BEFORE

- [ ] Finish any last-minute shopping
- [ ] Buy fresh groceries
- [ ] Prep make-ahead dishes
- [ ] Charge cameras and devices
- [ ] Set up the table and seating
- [ ]

CHRISTMAS EVE

- [ ] Final wrapping and gift tags
- [ ] Set out treats for Santa
- [ ] Prep tomorrow's meal
- [ ] Lay out gifts and stockings
- [ ] Relax and enjoy the evening
- [ ]

CHRISTMAS DAY

- [ ] Enjoy every moment
- [ ] Take photos and videos
- [ ] Keep a list of gifts received
- [ ] Call loved ones far away
- [ ] Rest and recharge
- [ ]

AFTER CHRISTMAS

- [ ] Write thank-you notes
- [ ] Return or exchange gifts
- [ ] Pack away decorations
- [ ] Note what worked for next year
- [ ] Look for post-holiday sales
- [ ]

CHRISTMAS PLANNER

December 2026

Plan every day of the holiday month

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24 *Christmas Eve*	25 *Christmas Day*	26 *Boxing Day*
27	28	29	30	31 *New Year's Eve*		

TOP PRIORITIES THIS MONTH

1. _____
2. _____
3. _____
4. _____

NOTES

Christmas Week Planner

Saturday, December 19 to Friday, December 25

SATURDAY 19 December	☐ ☐ ☐
SUNDAY 20 December	☐ ☐ ☐
MONDAY 21 December	☐ ☐ ☐
TUESDAY 22 December	☐ ☐ ☐
WEDNESDAY 23 December	☐ ☐ ☐
THURSDAY 24 Christmas Eve	☐ ☐ ☐
FRIDAY 25 Christmas Day	☐ ☐ ☐

Budget Planner

Plan it, track it, and stay merry

TOTAL BUDGET	TOTAL SPENT	REMAINING

CATEGORY	PLANNED	ACTUAL	DIFFERENCE	NOTES
Gifts				
Food & Drinks				
Decorations				
Cards & Postage				
Wrapping & Tags				
Travel				
Events & Entertainment				
Clothing & Outfits				
Charity & Giving				
Other				
TOTAL				

WHERE CAN I SAVE?

Gift List

Who, what, how much and wrapping status

RECIPIENT	GIFT IDEA	BUDGET	ACTUAL	BOUGHT	WRAPPED	GIVEN
				☐	☐	☐
				☐	☐	☐
				☐	☐	☐
				☐	☐	☐
				☐	☐	☐
				☐	☐	☐
				☐	☐	☐
				☐	☐	☐
				☐	☐	☐
				☐	☐	☐
				☐	☐	☐
				☐	☐	☐
				☐	☐	☐
				☐	☐	☐
				☐	☐	☐
				☐	☐	☐
TOTAL						

Gift List (continued)

Extra space for a longer list

RECIPIENT	GIFT IDEA	BUDGET	ACTUAL	BOUGHT	WRAPPED	GIVEN
				☐	☐	☐
				☐	☐	☐
				☐	☐	☐
				☐	☐	☐
				☐	☐	☐
				☐	☐	☐
				☐	☐	☐
				☐	☐	☐
				☐	☐	☐
				☐	☐	☐
				☐	☐	☐
				☐	☐	☐
				☐	☐	☐
				☐	☐	☐
				☐	☐	☐
TOTAL						

Gift Ideas by Person

Likes, dislikes and the perfect present

GIFT IDEAS FOR _____ AGE / SIZE _____

LIKES & INTERESTS

DISLIKES / ALREADY HAS

GIFT IDEAS

IDEA	PRICE	WHERE TO BUY

FINAL PICK _____ ☐ Bought ☐ Wrapped ☐ Given

GIFT IDEAS FOR _____ AGE / SIZE _____

LIKES & INTERESTS

DISLIKES / ALREADY HAS

GIFT IDEAS

IDEA	PRICE	WHERE TO BUY

FINAL PICK _____ ☐ Bought ☐ Wrapped ☐ Given

Shopping List

Everything for the feast, the table and the tree

PRODUCE & VEG

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

MEAT & FISH

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

DAIRY & EGGS

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

PANTRY & BAKING

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

DRINKS & TREATS

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

DECOR, WRAP & EXTRAS

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

CHRISTMAS PLANNER

Menu Planner

Plan every course, then prep with confidence

OCCASION | DATE | TIME | GUESTS

STARTERS & NIBBLES

MAIN COURSE

SIDE DISHES

DESSERTS & SWEETS

DRINKS

ALLERGIES & DIETARY NEEDS

PREP TIMELINE

DAY BEFORE	MORNING OF	2 HOURS BEFORE	SERVING TIME
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐

Guest List & RSVP

Keep track of who is coming and what they can eat

GUEST NAME	PARTY #	YES	MAYBE	NO	DIETARY NEEDS / NOTES
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	

Recipe Card

Save a favorite holiday recipe

RECIPE NAME

SOURCE

SERVES

PREP TIME

COOK TIME

OVEN TEMP

☐ Starter ☐ Main ☐ Side ☐ Dessert ☐ Drink ☐ Snack

INGREDIENTS

DIRECTIONS

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.

NOTES & TIPS

To-Do Lists

Get everything out of your head and onto paper

DECORATING & HOME

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
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HOSTING & CLEANING

- [ ]
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- [ ]

ERRANDS & CALLS

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DON'T FORGET!

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- [ ]

Christmas Card List

Addresses, sent and received, all in one place

NAME	ADDRESS	SENT	RECEIVED	NOTES
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	

Gifts Received & Thank-Yous

Note every gift so nobody is forgotten

FROM	GIFT RECEIVED	DATE	THANK-YOU SENT	NOTES
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	

Christmas Memories

The moments worth remembering

Add a favorite photo

print it, paste it or draw it here

YEAR

WHERE WE CELEBRATED

WHO WAS WITH US

MOOD & WEATHER

FAVORITE MOMENT

FUNNIEST MOMENT

BEST GIFT I GAVE

BEST GIFT I RECEIVED

I'M GRATEFUL FOR

NEXT YEAR I WILL...

Notes

Ideas, lists, reminders, anything goes

How to Use This Planner

Printing tips, navigation and terms of use

Thank you!

1

PRINT

Print at 100% (Actual Size, no scaling) on A4 paper. Choose black and white or draft mode to save ink: the pages use light colors and lots of white space.

2

FILL IT IN

Write by hand, or import the PDF into a tablet app such as GoodNotes or Notability and write with a stylus.

3

NAVIGATE

Tap Contents at the bottom of any page to jump back to the table of contents. Tap any line there to open that page instantly.

4

REPEAT

Need more pages? Print as many copies of any page as you like for your own household.

TERMS OF USE

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Merry Christmas