

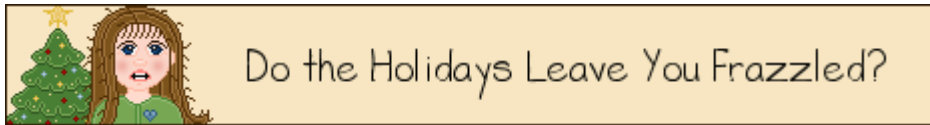
8 Weeks to a Frazzle Free Christmas!

(Weekly Edition)

2010



8 Weeks to a Frazzle Free Christmas (Weekly Edition)



Every year I promise myself that I won't let things go until the last minute and all of our Christmas preparations will be done a full two weeks before Christmas. I have visions of a calm happy family gathered around the fire place enjoying life and each other with no worries or stress. And for some reason, every year, I fail. Partly because of overconfidence (there really is not that much to do) and partly because after the realization sets in, I become overwhelmed with how much there really is to do.

So I vow to make this year different. No more frantically running around at the last minute for that one forgotten gift and no more wrapping presents on Christmas Eve. I have a plan; a plan that begins on October 18th and ends on December 12th, with everything done almost a full two weeks before Christmas.

If you are like me and want to reclaim your family life during the holidays and find time to enjoy them and not dread them, join me in our 8 Week Plan to a Frazzle Free Christmas. Once you download the e-book you can either work the daily or weekly do-lists on your own and at your own pace or if you prefer you can follow along with others using one of these methods:

- Subscribe to our [Frazzle Free Newsletter](#) and receive automatic daily reminders, do lists, and checklists delivered to your email inbox
- Join our [Facebook page](#) and follow along with daily updates
- Follow us on Twitter [@familiespurpose](#) using the tag #frazzlefree

Our 8 Week Plan begins on October 18th and is broken down into 4 individual segments - Getting Organized, Scratching Things Off Our List, Winding Down, and Finishing Up. Our goal is to allocate 15 - 30 minutes everyday during the 8 weeks to accomplishing something on our list. The nature of some things will allow us to get them done in one setting; other items will require more time and won't be completed until after a few days. Maintain focus and have trust in the plan. It will get done!

8 Weeks to a Frazzle Free Christmas (Weekly Edition)

Weeks 1 -3 Get Organized

Do List for Weeks 1 - 3

- ❖ Make a list of people on your gift list
- ❖ Set your holiday spending budget
- ❖ Finalize your Thanksgiving plans
- ❖ Plan your family traditions
- ❖ Create and finalize the Christmas menus
- ❖ Make Christmas travel plans and reservations
- ❖ Make a Christmas card list
- ❖ Start a Buy list
- ❖ Schedule all appointments
- ❖ Buy Christmas cards, stamps, and labels

Week 1 - Gift List, Buy List, Thanksgiving Plans, Print off Printables

Our goal this week is to make our holiday gift list (people we are buying for not what we are buying them), begin a list of things we will need - Buy List (wrapping paper, Christmas cards, decorations, etc), make Thanksgiving plans, update our [family calendar](#), and print off the 8 week plan and printables.

- ◆ Print off the 8 week plan and all the printables. Staple them and place in a folder, 3-ring binder, or [family organizer](#).
- ◆ Get your [family calendar](#) updated with all the latest activities, appointments, and events for yourself and family members. The goal is to have your calendar completely updated by the end of Week 1. Not sure about some commitments? Then start placing calls or sending emails to finalize the plans. Don't forget to include things like school or church plays, sporting games, classroom, work, or social parties, and the school vacation schedule.
- ◆ Make and finalize your Thanksgiving plans and all reservations you need for the holiday.
- ◆ Start your Christmas gift list by listing all of the people you will need to buy or make gifts for this year. Don't forget people like your hair dresser, your children's teachers, doormen, co-workers, cleaning ladies, neighbors, and special friends. Just focus on listing the people you need to buy for not what you are buying them. Next week we will start adding specific gift ideas.

8 Weeks to a Frazzle Free Christmas (Weekly Edition)

Weeks 1 -3 Get Organized

Week 1 Continued...

- ◆ Start your Christmas Buy List. Begin writing down things you will need for the holidays like wrapping paper, Christmas cards, stamps, address labels, tape. The list doesn't need to be complete. Just write down the obvious things. We will continue to add to the list over the weeks.
- ◆ Set a [holiday spending budget](#). If possible take a look at what was spent in previous years and adjust from there if necessary. Remember to include things like Christmas outfits, your Buy List, decorations, Christmas cards, gifts, travel costs, and food.
- ◆ Discuss as a family the family activities and [Christmas traditions](#) that you will enjoy this year. If your family celebrates Advent, it begins on November 28th, so discuss any special [Advent family activities](#) that will be done during this time. Get them scheduled on your family calendar.
- ◆ Get prepared for next week by looking ahead at our Week 2 plans. Start to gather any papers or information you may need and look through your calendar for the week. Where will you be next week? Do you spend most of your time outside the home working in an office environment? If so, then place your Christmas planning folder in your briefcase or car, so that you have it handy to work on next week. Spend a lot of time next week shuttling kids to activities? Then place your Christmas folder in your purse or in your car so you have it handy while waiting for kids to finish their activities. Plan on taking advantage of your few free moments to get something on your list done.

Week 2 - Gift List, Buy List, Appointments, Christmas Card List

Our goal this week is to start getting more specific with our gift list, continuing to update our Buy List, schedule appointments, plan our Christmas traditions, and begin our Christmas card list.

- ◆ Make a list of November & December appointments and parties. With that, don't forget to book babysitters in advance for office or holiday parties. Grab your [family calendar](#) & start scheduling the appointments.
- ◆ Purchase & plan outfits for Christmas photographs

8 Weeks to a Frazzle Free Christmas (Weekly Edition)

Weeks 1 -3 Get Organized

Week 2 Continued...

- ◆ Gather your list of people to buy for, and start brainstorming specific gift ideas. Using the gift list included in our E-Book or an online gift list like [Wishpot](#), begin writing down your ideas and any requests that you have already received from eager children. Do not forget to include ideas for yourself - it makes it easy on others buying you gifts!
- ◆ Start your Christmas card list. Using either the list included in this book or your address book. If you keep a paper address book, go through and mark with a red or green dot who you want to send it to. If you keep an address book electronically, file your contacts into categories. Then begin a list using the printable in this book. Make sure your list is up to date.
- ◆ Add supplies to your Buy List, including Christmas cards, stamps and ingredients for Christmas baking.

Week 3 - Christmas Cards, Family Plans, Decorations, Menus, and Buy List

Our goal this week is to get our [Christmas cards](#), [stamps](#), and [labels](#) bought, complete an inventory of our Christmas decorations, plan our holiday menus, and finish up our Buy List.

- ◆ Plan where to buy your Christmas cards - a store or online. Stop at the Post Office or order stamps online for the cards. To make the cards extra special, have personalized stamps made. While you are at the post office, pick up extra boxes for mailed gifts.
- ◆ Continue adding gift ideas to your list.
- ◆ Begin discussing with family members your Christmas plans: who is hosting dinner, which family members' houses you will be going to on what days, what food dishes you need to prepare.
- ◆ Finalize your menu and add your ingredients to the Buy List. You may need to read through recipes and go through your cupboards to complete this, but be sure to get this done. It will help tremendously! Add needed ingredients into your Buy List.
- ◆ Take and order any photo's you will need for the cards.
- ◆ Take a quick inventory of your Christmas decorations and add any decorations you will need to your Buy List. Set a timer for 1 hour and stop when it is up. Things to look for: broken lights that need replaced, low supply of ornament hooks, stockings with holes,

8 Weeks to a Frazzle Free Christmas (Weekly Edition)

broken tree stands, broken tree bulbs, burnt out candles, etc. Add anything you need to buy or replace to your Buy List.

Weeks 4 - 6

Scratching Things off Our List

Do List for Weeks 4 - 6

- ❖ Finish our gift list
- ❖ Write and address Christmas cards and family letter
- ❖ Schedule our Christmas shopping days
- ❖ Start our gift shopping
- ❖ Purchase Christmas outfits
- ❖ Begin Christmas baking
- ❖ Decorate outside and inside

Week 4 - Gift List, Christmas Cards, Shopping, Christmas Outfits, Baking

This week we will finish our gift list, start addressing Christmas cards, write our family letter, schedule our shopping days, start thinking about Christmas outfits, and begin our holiday baking.

- ◆ Make or pre-bake something off of our Christmas meal list. So today, choose one item off of that list that can be pre-made (i.e. casseroles) or pre-baked (cookies, pies, breads) and frozen. Either add the ingredients you will need for this item to your regular [grocery list](#) or attach your meal Buy List to your regular grocery list.
- ◆ Start to finalize your gift list. Make sure you have gotten all of the ideas from your kids and spouse. To avoid any last minute changes, have the kids write a [letter to Santa](#) with their list and tell them Santa needs to know early what they need, so that he can make sure he has enough. If your family does Secret Santa exchanges get this done this week by using the on-line Secret Santa service available at [Elfster](#). It's completely free and easy to use. All you need is the email addresses of everyone participating in the Secret Santa exchange.
- ◆ Do you include a family letter with your Christmas cards? Begin by printing off a copy of last year's and thinking about what you will write. Not in the mood to write? Ask one of your children to write the letter. It is interesting and funny to read about your life through the eyes of a child. Finish, print and make copies.
- ◆ Sign and address 20 Christmas cards.

8 Weeks to a Frazzle Free Christmas (Weekly Edition)

Weeks 4 - 6 Scratching Things off Our List

Week 4 Continued...

- ◆ Schedule your designated shopping days on your calendar or planner. To determine how many days you will need, take a look at how many gifts you need to buy, how many different stores you need visit and how much on-line shopping you will be doing. If you Buy a lot of toys for Christmas, consider buying them on-line at [Families with Purpose](#), [Amazon](#), [Wal-Mart](#), and [Toys R Us](#).
- ◆ Buy at least 3 non-meal items off of your Buy List.

Week 5 - Gift Shopping, Baking, Christmas Cards, Outside Decorating

This week we begin gift shopping and continue making purchases off of our Buy List. We also continue addressing Christmas cards, pre-make or pre-bake one Christmas dish, and get our outside decorating done. The last day of this week is set aside for outside decorating. Because this tends to be a big job for most families, I recommend not waiting until Saturday to pre-make one of your Christmas dishes. Choose which day works best for you this week to make the dish. I have added reminders every day to help you remember.

- ◆ Sign and address 20 Christmas cards.
- ◆ Purchase online gifts.
- ◆ Purchase 5 things off of your Buy List. Place priority on anything you will need for outside decorating.
- ◆ Optional: Pre-make or pre-bake one thing off your Christmas menu (choose which day this week works best for you)
- ◆ Put up your outside decorations, but wait to turn them on until after Thanksgiving (if you can!).
- ◆ Take a look at your Christmas menu and decide which dish you will be pre-making next week. Add it's ingredients to your grocery list.

8 Weeks to a Frazzle Free Christmas (Weekly Edition)

Weeks 4 - 6

Scratching Things off Our List

Week 6 - Thanksgiving, Shopping, Inside Decorating, and Christmas Cards

This week we will be celebrating Thanksgiving, continuing our gift shopping, finishing our Christmas cards, and completing our inside decorating. **Have a Happy Thanksgiving!**

- ◆ Sign and address the rest of your Christmas cards.
- ◆ Pre-make 3 Christmas dishes along with any Thanksgiving dish you need to prepare.
- ◆ Purchase 2 things off the Buy List. Placing emphasis on anything you will need for inside decorating.
- ◆ Going Christmas shopping the day after Thanksgiving? Get your gift and Buy List updated with any notes and place it in your purse or in your car.
- ◆ Remove all the indoor Christmas decorations from storage and place in a central place. Put up all of your indoor decorations.
- ◆ Take a look at your Christmas menu and choose one meal to pre-make or pre-bake this week. Add its ingredients to your grocery list.
- ◆ Finalize any plans, confirm reservations, print off any maps, and organize any supplies for your family activities next week.

8 Weeks to a Frazzle Free Christmas (Weekly Edition)

Weeks 7 - 8 Winding Down

Do List for Weeks 7 - 8

- ❖ Finish our gift shopping
- ❖ Mail Christmas cards
- ❖ Finish our holiday pre-making and pre-baking
- ❖ Wrap and mail presents
- ❖ Finish shopping for any remaining items on our Buy list
- ❖ Enjoy our family

Week 7 - Gift Shopping, Holiday Baking, Wrapping Presents

This week we will finish off our gift shopping and any remaining items on our Buy List. We will continue to pre-make one holiday dish as well as begin wrapping presents.

- ◆ Finish any on-line shopping today. We want everything delivered by next week, so that it can be wrapped.
- ◆ Purchase 5 things off of your Buy List.
- ◆ Wrap 30 presents. Placing emphasis on gifts that need mailed.
- ◆ Mail your Christmas cards
- ◆ Complete your entire gift and Buy List today!
- ◆ Pre-make one Christmas dish
- ◆ Take a look at your holiday menu and decide which dish you will be pre-making next week. Add it's ingredients to your grocery list. Also add to your grocery list any other ingredients you will need that can be safely stored in your freezer, refrigerator, or cupboard. Get all non-perishable food shopping done this week.
- ◆ Finalize any plans, confirm reservations, print off any maps, and organize any supplies for your family activities next week.
- ◆ Next week we will be mailing any gifts that need shipped. Be sure to have them wrapped, boxed, and ready to mail.

8 Weeks to a Frazzle Free Christmas (Weekly Edition)

Weeks 7 - 8 Winding Down

Week 8 - Wrapping Presents, Odds and Ends, and Baking

This is our final week! By the end of this week, we will be ready for Christmas and can relax and enjoy the remaining two weeks until Christmas. This week we finish wrapping presents, tying up loose ends, and finish up our pre-holiday baking.

- ◆ Wrap all remaining presents
- ◆ Tie up any loose end not yet completed.
- ◆ Make sure your family traditions, plans, and activities are finalized as well as any supplies you need for them (the supplies should have been on your Buy List) bought.
- ◆ Pre-make one holiday dish.
- ◆ Add any remaining non-perishable ingredients from your Christmas menu to your grocery list.
- ◆ Finalize any plans, print off any maps, and organize any supplies for your family activities next week.
- ◆ Mail any gifts that need shipped.
- ◆ WE ARE DONE!
- ◆ Relax and enjoy the Christmas season with your family!

8 Weeks to a Frazzle Free Christmas (Weekly Edition)

October 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
		G e t O r g a n i z e d				
24/31	25	26	27	28	29	30
		G e t O r g a n i z e d				

November 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
		G e t O r g a n i z e d				
7	8	9	10	11	12	13
14	15	16	17	18	19	20
		S c r a t c h i n g T h i n g s O f f O u r				
21	22	23	24	25	26	27
		L i s t				
28 Advent Begins	29	30				

December 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	
		W i n d i n g D o w n				
5	6	7	8	9	10	11
		F i n i s h i n g U p				
12	13	14	15	16	17	18
		E n j o y i n g F a m i l y				
19	20	21	22	23	24	25
		E n j o y i n g F a m i l y				
26	27	28	29	30	31	

8 Weeks to a Frazzle Free Christmas (Weekly Edition)

Gift Lists for People Receiving Multiple Gifts
(I.e. children, spouses, parents)

Name:

Budget:

Gift	Amount Spent	Where to Buy	Does it need Shipped?

Name:

Budget:

Gift	Amount Spent	Where to Buy	Does it need Shipped?

8 Weeks to a Frazzle Free Christmas (Weekly Edition)

Grocery Buy List

Item	Where Buy?	By When?	Notes	✓ Done

8 Weeks to a Frazzle Free Christmas (Weekly Edition)

Holiday Menus

Thanksgiving Day	
	Notes
Breakfast:	
Lunch:	
Dinner:	
Appetizers:	
Beverages:	

8 Weeks to a Frazzle Free Christmas (Weekly Edition)

Holiday Menus

Christmas Eve	
	Notes
Breakfast:	
Lunch:	
Dinner:	
Appetizers:	
Beverages:	

8 Weeks to a Frazzle Free Christmas (Weekly Edition)

Holiday Menus

Christmas Day	
	Notes
Breakfast:	
Lunch:	
Dinner:	
Appetizers:	
Beverages:	

8 Weeks to a Frazzle Free Christmas (Weekly Edition)

Holiday Menus

Family Get Togethers/Parties	
	Notes
Breakfast:	
Lunch:	
Dinner:	
Appetizers:	
Beverages:	

8 Weeks to a Frazzle Free Christmas (Weekly Edition)

Christmas Card List

Name	Address	Notes	✓ Done

8 Weeks to a Frazzle Free Christmas (Weekly Edition)

Family Activity and Tradition Planner

Family Activity/Tradition	Date	Need Reservations? (Yes/No)	Supplies	Notes