

## NO KAOS CHRISTMAS: YOUR ORGANIZED FOR CHRISTMAS ROADMAP

**NOTE:** The best way to organize your notes is to get out your 'Clean House' binder, punch your sheets with a 3 ring hole punch and keep them there. You can take them out after Christmas and file them for next year.

### HOW TO BE ORGANIZED FOR CHRISTMAS...

1. Print and read the 'Big Christmas List'.
2. Go through the Quick Shopping List and itemize 'next action' into one of three categories.

#### Categories...

**Sort:** For example I have to go through my towels and dishcloths to throw away the worn out ones and see what I have before I shop.

**Shop:** Items you know you need to buy. You can also itemize where you will buy it if that helps you to create your shopping day plan.

**Make:** beside anything you can make rather than buy.

3. Go through the Quick List and itemize it as well.

Mark down each item you will be doing as either a...

**'Big Rock' item** – I aim to do 3 per week – choose your own number. Make it challenging but reasonable and doable.

**BOOST item** (to be included when you do your daily BOOST – it doesn't necessarily need to be done every day but can be done during that time – something longer than a 5 minute task but shorter than a Big Rock.)

#### TAKE 5 item.

I was surprised at how many items I could chip away at 5 minutes at a time or during my regular BOOST time.

4. Add any small details that you would like to note as well.
5. Note the date you would like to work on each item (this can be a rough guide to be refined when you schedule. This will make transferring it to the calendar page easier).

For many of the 'TAKE 5' items I just put Nov beside them to know that I wanted to concentrate on getting them done this month and probably touch them up in December. The dates can be refined on the monthly and/or weekly calendar.



5. Choose your 'Little Buddy'. I marked general decluttering and wiping up as my 'little buddy' reminder, something I can keep up on as I go to make a big job a lot smaller with barely any effort (a good old every day rule!).

6. Add any items that are not in the 'big list' that you need to do to the list.

**NOTE ON HAIR** - If you need to get your hair done (a touch up of some kind is always nice heading into the holidays) make your appointment right away - soon you won't be able to get in. If you don't usually do this, find the time and the money to do this for yourself, there is nothing like a trip to the 'beauty salon' to lighten your mood and energy for weeks to come.

### **NOTE ON 'BIG ROCKS' AND 'LITTLE BUDDY'**

If you have no idea what I am talking about, check out the 3 Day Plan link on your Product Page items inside of your No KAOS Zone membership.

### **MOVING YOUR 'BIG LIST' PLAN TO THE PLANNER PAGES**

During this process you will be moving from a general to more detailed plan with each step.

These are the sheets you will be using...

NOVEMBER AND DECEMBER CALENDER PAGES

WEEKLY TO DO LIST

WEEKLY CHART PAGE

WEEK DAY SCHEDULE

THINGS TO DO

BASIC CHRISTMAS PLANNER/CHRISTMAS PREPARATION

CHRISTMAS COUNTDOWN ADVENT PLANNER

### **HOW TO USE THE PLANNER PAGES...**

**NOVEMBER AND DECEMBER MONTHLY CALENDAR:** Use these sheets as work sheets to lay out your master plan and find out exactly what you will and won't have time for – and when and where you can make time.

**WEEKLY TO DO LIST:** Transfer weekly to the Weekly To Do List. Mark your 'big rock' days when you will have 1 - 4 hour chunks to work on your big rocks in the order of most important first.

You can get more detailed in itemizing exactly what you want to do on this page.



**\*IMPORTANT - CHOOSE A PLANNING DAY\*** - Choose a weekly planning day to print planner pages for the following week, to fill in any details or make necessary changes. You may need to do this. Don't sweat it.

It's part of the advantage of having a plan - the detours in the road won't stop you, they will be mere detours.

Put your planning day on your calendar page as well.

**WEEKLY CHART PAGE:** Go to the Weekly Chart page and chunk in your weekly schedule. This page is perfect for at a glance, flexible scheduling as you can schedule time blocks rather than an exact time schedule. I found this worked well for me when my kids were young.

**WEEK DAY SCHEDULE:** This page is structured similarly to the Weekly Chart page only in daily detail. This allows you to fine tune the chunking process or create a detailed time structure for a nice at a glance daily planner. You can print 2 and carry over your weekend days on the second sheet.

**THINGS TO DO:** I like to use this sheet to quickly highlight must do's, I leave out the small stuff. You can use this any way you like. Use a sheet for each day to include everything, use a sheet for each week highlighting only the must do's for the week or make an itemized plan for each 'to do' on your list, big rocks, shopping trips, reminders - this page is limited only by your imagination.

There is a column for up to 3 detailed 'things to do' on each page.

**BASIC CHRISTMAS PLANNER** - The Basic Christmas Planner sheet is a good rough notes tool or one page organizer.

The Christmas Preparation sheet is found in this download link as well.

**CHRISTMAS PREPARATION:** Now is a good time to put all of your 'must do's' on an organized time line using this planning sheet. You may need to print another one to refine it or make changes later, but it's a great sheet to use as your 'at a glance' game plan. . It will help you to pace yourself and to check your major to do's and progress at any time.

**CHRISTMAS COUNTDOWN ADVENT PLANNER:** Use this with the Christmas Preparation sheet to make a daily countdown to do list.

Look through the rest of the Christmas Planner pages and use them as you need them to fine tune your Christmas lists.

There are pages to plan parties, Christmas crafts, Homemade Gifts, Meal Planning Budget and Christmas Cards.



Filling in these forms is a process that will help you to identify and group all of your Christmas tasks then fine tune the process into a workable plan.

The trick is to get started now to avoid the last minute nervous breakdown!

So let's get started :0)

