

December



2 weeks to go

- ✓ Check you have enough cutlery, crockery and furniture to seat everyone. Do you need to ask guests to bring some?
- ✓ Think about how to entertain children of all ages (maybe even the adults!). Will you have an activity area in your home (e.g. garage, particular room etc) that the children can go to and leave the adults to it? Will you have a rough timetable for the day?
Plan now and establish whether you need others to bring toys / games etc.
- ✓ Write an emergency list for chemists, doctors, friends and neighbours (if they're going away, how can you get hold of them if their home has an 'issue'?) plumbers, electricians, garages etc. Contact them or visit their websites to see when and if they are available over Christmas, and if so get an idea

1 week to go



- ✓ Buy last minute perishable foods including chocolates.
- ✓ Write or review your time plan from the time your guests arrive to the time they leave.
- ✓ Check that digital cameras and camcorders work and are charged.
- ✓ Buy any flowers and plants, or order a delivery on-line for just before your guests arrive to save time and effort.
- ✓ Make sure you have a dish / pan big enough to cook the turkey in.
- ✓ Check you have enough serving dishes.
- ✓ Check the turkey will fit in the oven, along with other items.
- ✓ If you have little one's, write out the time plan on a sheet of paper and put in a central place so everyone can easily see what's

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Christmas Eve

- ✓ Check on elderly neighbours in case they need anything.
- ✓ Check how long it will take to cook the turkey.
- ✓ Make brandy butter.
- ✓ Start tracking Santa on-line at: www.noradsanta.org
- ✓ Get anti-clutter plan into gear. Choose your clutter clearing categories for Christmas: e.g.
 - » wrapping paper and packaging that can be recycled
 - » wrapping paper and packaging that cannot be recycled
 - » unwanted gifts to be 'reused'
 - » containers for each person's presents
- ✓ Put clutter clearing categories in a clearly defined place in the home that no-one can miss. Label accordingly so that they're clearly readable (even after a few drinks!) so there can be no excuses for chaos and clutter.
- ✓ Write 'thank you letters' from Santa to the little one's using your left hand so it's not obvious it's you, and distribute accordingly.
- ✓ Lay table for following day.

Christmas Day

- ✓ Delegate, delegate, delegate.
- ✓ Enjoy, enjoy, enjoy.
- ✓ Make positive memories.
- ✓ Reward yourself for making it this far!
- ✓ Do what you can – it's not about perfection, it's about memories and atmosphere. Not long now until



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The
Clutter Clearing
CONSULTANCY

The Christmas Check-list

To help you:

- minimise clutter
- maximise organisation
- feel in control
- and reduce stress

**over the
festive season.**



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October

- ✓ Use weekly planners (available to top tip subscribers) to make time to de-clutter and organise your home.
- ✓ Consider 2 months of weekly telephone coaching with Clare if it's a struggle to get started.
- ✓ Learn from last year. What went well / not so well, what did you vow you wouldn't do again? Let's avoid repeat problems!
- ✓ Book any travel tickets that you need within 4 weeks either side of Christmas.
- ✓ Book any tickets for any Christmas pantos, ice-skating, shows etc that you might like to do over the season.
- ✓ Check last posting dates for the post office.
- ✓ Write a list of who you are going to buy presents for, what budget you have for each person listed and how you will get any gifts to them e.g deliver, post, collect.
- ✓ Write a first draft / initial thoughts for the gift list. Remember that 'non-clutter creating' gifts can be as thoughtful as bought gifts and often more useful, e.g. home made cakes or pies, vouchers for skill-sharing (babysitting, decorating or any skill you have).
- ✓ Write a first draft of your Christmas card list. Look at your list (or physical cards) from last year to help remember.
- ✓ Buy some stamps (available in packs of 100) from the post office to help spread the cost.
- ✓ Start letting people know you don't want any gifts that can become 'clutter' in your home. Maybe suggest that you'd like Clutter Clearing Vouchers for Christmas so you can have some help in your home in the New Year – vouchers available on-line.
- ✓ Decide if you are having a drinks party /

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November



- ✓ Use weekly planners (available to top tip subscribers) to make time to de-clutter and, if you are making gifts, time to make them.
- ✓ Review your gift list. Have you had any further thoughts? Would something home made be a nice alternative to a bought gift that might become clutter? Do you want to have a few 'extra' gifts or stocking fillers in case you forget someone accidentally?
- ✓ Buy or order gifts that you are able to buy now for work colleagues, friends and family.
- ✓ Are you going to give gifts or cards to people who you don't necessarily see regularly e.g. postman, cleaner, paper delivery person, local shop owner, window cleaner, the people who service your car, your regular local takeaway owner, your neighbour who doesn't have any family? Not only is it a nice gesture, it may help you get preferential treatment in the future!
- ✓ Review your Christmas card list again. Anyone need to be added? Just like with your 'not sure' category when you're de-cluttering, a second look can often make things much clearer and easier the second time around.



- ✓ Check opening times of your local shops.
- ✓ Take out your Christmas decorations from their Zone 6 storage place and check them over. Do you need to fix or replace any?
- ✓ If having a drinks party / mulled wine and minced pie event, send out invites.
- ✓ Check the local council website to find out when waste collections are over the Christmas period, if they are recycling Christmas trees, Christmas cards etc.

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4 weeks to go

- ✓ Use weekly planners (available to top tip subscribers) to make time to get organised, deliver gifts & generally do everything you need to do.
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3 weeks to go

- ✓ Send out your Christmas cards.
- ✓ Put up and decorate your Christmas tree.
- ✓ If staying at home, plan your meals for the Christmas period such that your plan can be turned into a shopping list. Do any guests have food they don't eat / allergies?
- ✓ Define homes for the items on the shopping list. Where will it all go? Investing in an outside storage item now may help keep food and drink cool if they don't fit in the kitchen. Do you need to ask family / friends to bring things? If so, ask them now.
- ✓ Buy Christmas outfits.
- ✓ Clean your fridge and de-clutter your kitchen cupboards of all out of date or un-used things so you have more space.
- ✓ Finalise your food plan and shopping list. Separate into 5 lists: Household, Perishable, non-perishable, requires ordering etc. Don't forget coal and wood if you have a fire.
- ✓ Either order on-line, or plan next week so you have plenty of time to do the shop.
- ✓ Buy non-perishable and household things from the shopping list – including alcohol - so that you can spread the cost over a few weeks.



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