

Write in each person, a few gift ideas and the amount you plan to spend. Tick the boxes as you go.

[illegible]

Gift Timeline

October to December, one step at a time

October: plan

- ☐ Make your list of everyone you're giving to
- ☐ Set a total budget and a rough amount per person
- ☐ Jot down gift ideas as they come to you
- ☐ Note family birthdays and events that fall in the season
- ☐ Start a small stash of wrapping paper, tags and ribbon
- ☐ _____
- ☐ _____

November: shop & order

- ☐ Order anything that ships from far away or is made to order
- ☐ Check delivery dates before you order each gift
- ☐ Pick up hostess gifts for Thanksgiving and early parties
- ☐ Order holiday cards and photo gifts early
- ☐ Wrap gifts as they arrive so nothing piles up
- ☐ _____
- ☐ _____

Early December: ship & wrap

- ☐ Ship gifts to friends and family who live far away
- ☐ Mail holiday cards in the first half of the month
- ☐ Finish wrapping and label every gift
- ☐ Plan Secret Santa, white elephant and teacher gifts
- ☐ Set aside a few spare gifts for last-minute guests
- ☐ _____
- ☐ _____

Mid to late December: finish

- ☐ Check the shipping cutoff for any last orders
- ☐ Fill stockings and set out gifts
- ☐ Pick up anything still missing close to home
- ☐ Relax and enjoy the season with the people you love
- ☐ Start your thank-you note list (see page 3)
- ☐ _____
- ☐ _____

Tip: delivery times change through the season, so check each order's delivery date before you count on it.

Hosting Checklist

For a drinks night or a holiday dinner

Drinks night

- ☐ Send invites and note any guest preferences
- ☐ Plan a short drinks list with something for everyone
- ☐ Stock ice, glasses, napkins and a bottle opener
- ☐ Set out a snack board or easy bites
- ☐ Clear a spot for coats and bags
- ☐ Make a playlist and dim the lights
- ☐ _____

Holiday dinner

- ☐ Confirm the guest count and any dietary needs
- ☐ Plan the menu and write a shopping list
- ☐ Prep sides and desserts a day ahead
- ☐ Set the table the night before
- ☐ Plan a cooking timeline for the main dish
- ☐ Have takeaway containers ready for leftovers
- ☐ _____

Thank-You Note Tracker

A little note goes a long way

From	Gift or kindness	Note written	Sent
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐

Find Cozy Gift Ideas

at cozycornergiftguides.com

Stuck on a name on your list? Our simple gift guides gather a short list of giftable ideas for the people you shop for, from beauty and self-care to hosting, the kitchen and cozy knits.

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- Gifts for Mom
- Gifts for Her
- Hostess Gifts
- Secret Santa Gift Ideas
- White Elephant Gift Ideas
- Teacher Gifts
- Stocking Stuffers
- Luxury Beauty Gift Sets
- Self-Care Gifts
- Hosting & Entertaining
- Hostess & Holiday Table Finds
- Cozy Cardigan Outfits
- Cozy Knits & Sweaters

My notes

Wishing you a warm and cozy holiday season.