



Family Holiday Planning Checklist

Move the plan out of one person's head

Calendar & people

- ☐ Confirm school/work break dates
- ☐ Choose gatherings / traditions that matter
- ☐ Record travel, events and deadlines
- ☐ Decide who needs transportation

Home & hosting

- ☐ Meals / groceries / guest needs
- ☐ Cleaning / sleeping arrangements
- ☐ Pet care / house coverage
- ☐ Decorations or supplies

Gifts & money

- ☐ Set family gift budget
- ☐ List people / exchanges
- ☐ Choose purchase deadlines
- ☐ Track what is already bought

Kids & routines

- ☐ Chores / responsibilities during break
- ☐ Screen / gaming expectations
- ☐ Homework or reading if needed
- ☐ Bedtime / morning flexibility



Family Holiday Ownership Map

Assign the remembering - not just the doing

Who owns each category?

Calendar & invitations:		Backup:	
Travel / rides:		Backup:	
Meals & groceries:		Backup:	
Gifts & exchanges:		Backup:	
Kids' schedules:		Backup:	
Home / pets:		Backup:	
Family communication:		Backup:	

A shared plan works best when ownership is visible.

Avoid assigning someone only the task while another person still has to remember, prompt and follow up.