

The Basics of Creating a
**CHRISTMAS
NOTEBOOK**

by Krisann Blair - Christmas Coach



HELLO!



Merry Christmas! I am Krisann Blair, Christmas Coach and author of "Creating a Christmas Notebook". In 1999 I launched a little email group called Christmas 99 to help myself and others stay motivated and focused on having a less stressful Christmas season for 1999. Little did I know how many people were on the same journey as myself! So I renamed the group Christmas Organizing, so the group would have a life beyond the 1999 Christmas season, and here we are today! Now let us start on our journey to creating a less stressful Christmas season by creating a Christmas Organizing Notebook!

Merry Christmas!
Krisann



CREATING A CHRISTMAS NOTEBOOK

OBJECTIVE

Creating a Christmas Notebook will help you to Calm the Christmas Chaos and organize your Christmas season, resulting in having a less stressful holiday season! By putting together a Christmas Notebook, you will create a central location for your Christmas related information, all at your fingertips and take your Christmas from stressed to blessed.

CREATING A CHRISTMAS NOTEBOOK

Your Christmas Notebook is the foundation of your organization plan for the holiday season. Writing lists and ideas down in a notebook may seem like a large task, but it can easily be overcome by breaking the task down into steps! In this workbook, I will guide you through the task of putting together the first phase of your notebook.

Come, take the leap and be on your way to a more organized Christmas, one small step at a time and CALM the Christmas Chaos!

By creating a Christmas notebook, you will have everything at your fingertips, and you can continuously reference it for reminders and directions concerning your holiday plans. Because most people do not have identical lives, your notebook will be unique to you and your family. Use your Christmas Notebook to create a personalized holiday organizing road map so you can celebrate Christmas YOUR way.

Step one: Gather your supplies.

The first item you need to put on your shopping list (or find around the house) is a three-ring binder. Your binder will need to be a minimum of one inch to have room to expand as you add items. You can use one larger binder or several smaller binders based on the amount of information you plan on having in your notebook. I start with a one-inch binder and expand out to additional binders as I populate my notebook. By creating different notebooks for different topics such as gift-giving and Christmas Kitchen, I do not become overwhelmed with one large notebook.

While your binder is an essential item, below is a list of other things that are helpful to have in your notebook. Highlight the items you need to purchase and put a check on the ones you already have. Don't forget to look around your house for things you may already have to save you some money! You may want to add other items to the list, as you need them.

Three-hole punch

This is useful for punching holes into pages of ideas, recipes, etc. that you print off to add to your notebook. They make a simple one that fits into a three-ring binder.

Dividers for a three-ring binder

Dividers for your notebook will allow you to find each section quickly. You should purchase the extra-wide ones, so they stick out past your page protectors.

Slash pocket folders

You will find these helpful in each section for keeping smaller and loose items in as you compile your notebook.

Page protectors

Page protectors are a must-have in your notebook to keep organized. Protectors are a great place to store magazine pages and last years Christmas card envelopes and everything in between! You will be surprised at how they help in so many ways.

Notebook paper

Helpful to write down notes in each section.

Zippered pouch to hold pens, pencils and other loose items

Calendar for the whole year

Pages designed with photo pockets on them (usually 4 to a page)

These pages are useful to hold smaller pictures, recipes, etc.

Colored Pencils (for marking on your calendar)

Business size envelopes (#10), with a Christmas theme for receipts

Step Two: Assemble your notebook.

Now that you have gathered all your supplies, it is time to start assembling your notebook. The first step is to mark on your calendar time each day over the next week to work on your Christmas Organizing Notebook assembly. Some steps take longer than others, so as you work, you may want to combine steps. Block out a realistic amount of time each day until you have your notebook assembled and do not overwhelm yourself.

Creating Your Christmas Notebook Tabs

When purchasing tab dividers for your notebook, consider ones that are easy to change as you progress with your notebook assembly. The reason for this is that you may change your mind about a particular tabbed section one year. The decision is up to you which tabs you use, based on what areas are the most important to you. It would be unfair of me to decide what tabs are best for you without your input.

Everyone's notebook will be different because everyone has their own traditions and celebrations during the holiday season. You can set up your tabs based on the topics you have more involvement in and combining several topics if you have limited involvement.

Think of all the things you do at Christmas and make a tab for each of them. Personally, I have found that the more divisions I have, even within the category itself, the better I work because it doesn't overwhelm me and it is a smaller goal to tackle and not this "big project" that can be discouraging.

Populating Your Christmas Notebook

Now that you have decided on how you are going to divide your notebook, it is time to populate your notebook with forms, pages, and useful information. While your dividers may be different, I am going to list out what I put behind each of my divided sections based on the forms I have created. The green wording is my divider label, and below it are the forms I use in that section.

Saving & Spending @ Christmas

- Christmas Spending Breakdown
- Christmas Money Savers
- Ways to Save Money for Christmas
- Christmas Spending Ledger

In this section, I also add several sheet protectors to keep all receipts that are related to the Christmas season.

Christmas Calendar

- Current year calendar with room to write under each day

Just so it is clear, I do not use this as my primary calendar, but I want a calendar in my notebook. I use this calendar to write down things related to Christmas and events I am attending/hosting during the Christmas season. Once a week, I review the calendar and place any items that are FOR SURE into my planner/online calendar that I use everyday.

Gifts @ Christmas

My Christmas List (this is a place to write down YOUR list)

Most Remembered Gifts

Gift Ideas: What do they like? (Interview sheet)

Gifting Theme Ideas

Master Gift List

Gift List: Group

More Than One Gift

Stocking Gifts

Twelve Gifts of Christmas

Gift Box Inventory

Assigned Gift Box Inventory

Gift Wrapping Supplies

Christmas Card List

Newsletter Highlights

Gift Ideas for Christmas Cards

Crafting Form

This is one of the largest sections of my notebook. You will notice some forms could be placed in other sections also. An example is the crafting form. I have it in the gift section because that is where I use the form the most populating out my crafting gift ideas. I will also place copies of the crafting form into any sections I will be creating crafts for Christmas. Examples: decorating, entertaining, cards, etc.

Also, place page protectors in this section to keep gift ideas you find in magazines or on the internet. One idea is to create a "packet" for different people you purchase gifts for using a page protector and put all their information sheets, gifts ideas, etc. in the protector for easy reference.

Christmas @ Home - Decorating

- Decorating Inside
- Decorating Outside
- Decorating Shopping List

Keep page protectors in this section and as you see decorating ideas you would like to incorporate, print them out if online or tear them out of a magazine and place in the page protector to reference.

Christmas @ Home - Entertaining

- Party & Gathering List
- Party Planning Sheet
- Party Guest List
- Party Favor Ideas
- Party Food & Menu
- Party/Entertaining "Needed Items"

Add page protectors to this section to help organize all those great recipes and party ideas you find on the internet and in magazines.

Christmas @ Home -Kitchen

- Food Gifts
- Must-Have Christmas Foods
- Favorite Foods Interview Sheet
- Favorite Restaurants
- Quick & Easy Meal Ideas
- Slow Cooker/Freezer Meal Ideas
- Make-Ahead Christmas Foods
- 30 Meals We Like
- Master Food Shopping List
- Master Grocery Shopping List - Non-Perishable & Perishable
- Recipe Grocery Shopping List

Christmas @ Home & Away

Christmas Activities

Christmas Activity Wish List -Events
Event Planning Sheet
Christmas Get-Together Dishes/Food to Take
Hostess Gift Ideas
Christmas Activity Wish List -Home
Activity Interview Sheet
Activity Planning Sheet
Packages to Mail
Light Weight Gift Ideas
Traveling During Christmas
Christmas Travel To-Do List
Ways to Take Christmas With You While Traveling

Christ-Centered Christmas

Christ-Centered Activities Planning Sheet
Christ-Centered Decorating Room by Room Sheet
Christ-Centered Gifting Idea Sheet
Charitable Giving Ideas
Charity Information Sheet

NEXT STEPS

Click on the picture to visit the link.



Help take your Christmas from stressed to blessed with the Christmas Joy Podcast. I share tips with you all year long, not just right before Christmas, to help you create a Christmas planning notebook and stay on track for the upcoming Christmas season.

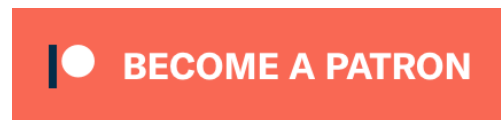
[CLICK here to listen!](#)



Visit Christmas Organizing's website to sign up for our newsletter, read blog posts, connect via social media and much more! Click on the logo above to visit the Christmas Organizing web site.



Christmas Organizing has lots of boards on Pinterest to help you populate all the different areas of your Christmas Organizing Notebook.



Love the ideas here? There are lots more including books, podcasts, classes and more for our patrons. Some content is free while those who pledge a \$1 or more a month get PDF Forms included and other benefits throughout the month.

CHRISTMAS COACHING QUESTIONS

1. What areas would you most like to improve on for next Christmas?

2. How much do you plan on spending for the upcoming Christmas season?

3. Does your family help you with tasks at Christmas? Do you want them to help?


CHRISTMAS COACHING QUESTIONS

1. Write down 5 low cost ideas to reduce your budget this Christmas season.


2. Write down the top 3 activities you want to do with your family this Christmas.


CHECKLIST!

Christmas may still be months away but check your list and be on the road to taking your Christmas from Stressed to Blessed!

 Create your own Christmas Organizing Notebook by gathering your supplies and creating your sections and lists. Create your own forms or print off ones from Christmas Organizing.

 Join the Christmas Organizing email list for a monthly newsletter and other helpful emails. Click here: [Christmas Organizing Newsletters](#)

 Join Christmas Organizing T.I.P.S. (Teaching, Inspiring & Planning Strategies) and learn from our community about new ideas for a less stressful holiday season in this informative Facebook Group:
<https://www.facebook.com/groups/ChristmasOrganizingTIPS>

 Follow Christmas Organizing on Pinterest! I have boards dedicated to various topics related to Christmas and add more pins everyday! Visit: <https://www.pinterest.com/christmascoach/>

 Become a Patron. Support Christmas Organizing on different levels, starting at only \$1 per month and gain access to exclusive material, Facebook groups and much more! Enjoy lots of goodies PLUS the download of the PDF forms for this year and any new forms I create. To learn more, visit:
<https://www.patreon.com/christmascoach>

ALL THE NOTES



A series of horizontal red lines spanning the width of the page, providing a template for writing notes.