



Want to receive more
Organizing Tips & Prompts?

Make sure you are signed up for
our digital newsletter that is
packed with pro organizing &
productivity tips!

**Sign up for our
email newsletter!**

theorganizedflamingo.com/weeklyemails

HAPPY HOLIDAYS!

Welcome to the 21 Holiday Organizing Prompts & Tips calendar! I am thrilled to have you join us on this journey to make your holiday season more enjoyable and stress-free.

The holidays can be a wonderful time of year, but they often come with their fair share of chaos and last-minute stress. Our prompts and tips are designed to help you prepare in advance, stay organized, and find moments of calm in the holiday rush.

These prompts were originally designed to complete on a daily basis but understand if you want to take them at your own pace. You pick what is best for you, but if you were to ask us which method we recommend, it will usually be to complete one task each day to stay on track.

These prompts provide you with actionable advice, creative ideas, and simple strategies to plan for a joyful celebration. Whether you're hosting a big family gathering, preparing for a cozy night in, or simply looking to make the most of the holiday season, our prompts and tips will cater to all your needs. Let's make this year's holiday season truly special, one organized step at a time.

We encourage you to engage with our prompts and share your progress with the community. Feel free to ask questions, offer your own insights, and inspire others on their journey.

So, without further ado, let's get started on the path to a more organized and productive holiday season.

Cheers to a fruitful & healthy Holiday Season. Happy Organizing!

Kindly,
Stephanie Y. Deininger, CPO®
Founder | The Organized Flamingo



Holiday Organizing

Tips & Prompts

DAY 1 Create a Holiday Mission Statement	DAY 2 Determine a Holiday Budget	DAY 3 Decide if you are doing a Holiday Photo Shoot	DAY 4 Schedule the important dates	DAY 5 Take note of the Shipping Dates
DAY 6 Schedule your DIY Projects	DAY 7 Are you sending virtual or physical Holiday Cards?	DAY 8 Holiday Cards - ask for contacts & order supplies	DAY 9 Pick a Non Profit	DAY 10 Set-up your Command Center
DAY 11 Create your Gift List	DAY 12 Plan Holiday Themed Activities	DAY 13 Finish your Gift List	DAY 14 Start planning your Holiday Dinner	DAY 15 Place Holiday Dinner food & drink orders
DAY 16 Mail out your Holiday Cards	DAY 17 Create a Holiday Music Playlist	DAY 18 Plan out your Holiday Outfits	DAY 19 Get your Holiday Table & Party decor out	DAY 20 Get your kitchen ready
DAY 21 Create a "Holiday" album on your phone				

- These prompts are meant to be spread out during a 21 day time period but can be used however you want.
- Some of the prompts may not apply to you. The reminders are meant to prompt you to think about it and actively move on if they don't apply.

Day 1: Create a Holiday Mission Statement. What do you want your Holiday Season to: Feel like? Sound like? Taste like? Look like? Smell like? Write it down, refer to it often during this Season as a reminder & encouragement

Day 2: Create a budget. This is going to be very helpful in your organizing journey. It helps avoid buyer remorse later on and most importantly, allows you to be intentional with your Holiday spending. Here are a few accounts that I know talk about this subject specifically.

Day 3: Doing a holiday photoshoot? Schedule it SOON OR Pick a day where you (and anyone else that will be in the pic) can get together and take one with the self-timer. Call 10 different photographers you like and ask who is available on the day you can make it. If no one is available or within your budget, use what you have and take pictures with a self timer.

Day 4: Write down all of the important dates on your calendar: Holidays you celebrate. Place of workshop events. Personal appointments, Family appointments, School calendars, Work events, Invites. You may have to go on their website, email them and/or pull up all the calendars. It's worth taking the time now to get all the dates on the calendar.

Day 5: Other dates to note on your calendar are shipping dates. Don't get caught in the last minute frenzy. Be aware of when you need to send packages and letters by so they are received by your desired date. So take note of the cut off dates per USPS, FedEx, UPS & your favorite carriers

Day 6: Are you making any DIY projects? As in handmade, DIY style). If yes, plan on finishing the project a week before you are going to gift it or need it. Trust me on this one. I have organized and planned hundreds of events in my heyday and one of the most frustrating things for people is that they have these big plans to hand-make everything but then don't deliver because it's too much. So ask yourself: Does this align with your Holiday Mission? If it does, then schedule the completion date right now. Knowing you will have it done ahead of time will give you comfort & peace.

Day 7: Decide whether or not you will be sending out cards. YES: Now decide if these will be a virtual card or a physical card. If it's a DIY Project type of card, set your completion date so you aren't scrambling at the last minute. NO: Have peace of mind that you have decided not to send them out this year. No guilt or regret.

Day 8: Gather addresses & emails. Once you decide what kind of card you are sending (Day 7). Send out a text or email asking your contacts for their contact info. If you have them already, awesome! While you wait for those addresses: Pick your holiday cards, Order Stamps, (if you're mailing them yourself), Get your return address stamp or stickers printed

Day 9: Pick a charity that is near and dear to your heart. Decide how you want to support them this Holiday Season. Not sure? Call them and ask them what are some of the ways you can support them.

Day 10: Create a wrapping/holiday crafts/prep station. This will be your Holiday Command Center (aka Santa's workshop, your prep center, etc.) Items in your command center: Wrapping paper, Ribbon, Tissue paper, Cellophane, Tags, Scotch tape, Scissors, Gift bags, Gift boxes

Day 11: Create your gift list. Who are you getting gifts for? What are you getting them? Where are you getting it from? Make sure it aligns with your Holiday Mission Statement (Day 1) & Holiday Budget (Day 2)

Day 12: As you sit there, cuddled up on the couch, think about what other Holiday activities you want to get done. Write them out and plan them out! Some ideas: Cookie baking, Decorating, Project nights, Christmas lights visits, Movie nights

Day 13: Finish your gift list and either order items online or plan a day when you are picking it up

Day 14: Plan out your holiday dinner & decide when you will go shopping for the items

Day 15: Place Christmas food + drink orders

Day 16: Send your holiday cards out! If you are starting to receive cards, quickly cross check that their return addresses match your address book. Don't put it off, I promise it'll feel really good to do it NOW

Day 17: Create a Holiday Music Playlist for this week. In addition to being a festive way to get into the Christmas spirit, it will help you stay on task. Remember that certain beats per minute will inspire you differently and keep you on task differently, so make 2-3 lists that align to your mood for how you want to move.

Day 18: Go to your closet and pick out 5-7 holiday outfits for the season. Some outfits to plan for: Happy Hour, Dinner, Photoshoot, Daytime x 2, Christmas/Holiday, Ugly Sweater

Day 19: Get your holiday table décor out. Some of the items you'll bring out: Napkins, Silverware, Centerpieces, Tablecloths, Table runners, Napkin rings, Iron anything that may need ironing

Day 20: Get your kitchen ready. The power of prep work is STRONG. Remember, do something today that your future self will thank you for. Set yourself up for joy and success!

Day 21: Create a Holiday Folder on your phone for pictures. A folder for the pics you want to print, the ones you want to share.

THIS SPACE IS INTENTIONALLY LEFT BLANK

Copyright Notice: This free digital product is protected by copyright law. All rights are reserved. You may download and print this product for personal use only. Reproduction, distribution, or any other unauthorized use is strictly prohibited. Any infringement of these rights will be legally pursued.

Disclaimer: This sheet is provided for informational purposes only and does not constitute legal or personalized professional advice. Use of this digital product is at your own discretion. The creator of this product is not liable for any consequences resulting from its use.

Privacy Notice: Your privacy is important to us. We only collect the information you provided to us upon signing up for this digital product. Please be aware that third-party platforms or services used to access or download this product may have their own privacy policies. Please review those policies for more information.

Terms of Use: By downloading this digital product, you agree to abide by the terms of use and the copyright notice. If you have any questions or concerns, please contact us at hello@theorganizedflamingo.com

@TheOrganizedFlamingo