

## Holiday Harmony: Mastering Your Festive Schedule

# The To-Do Brain Dump

### Directions:

- Write down all of the holiday to-dos you *might* do this season. These should include large events, small family traditions, normal to-dos, and rest/recharge activities.
- For to-dos that have multiple parts or that require some preparation, write the main to-do in the "Main To-Do" column, and the related parts in the "Related To-Dos" column.
- For each to-do, reflect on whether it is an energy-giving activity (+), an energy-draining activity (-), or an energy-neutral activity (0).
- Initially, use the date column for main events that already have a set date. As you decide what from this list you are going to do, you can use the date column to schedule other items (if desired).

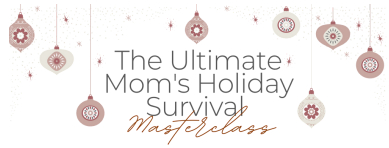
*Remember, at this point you are not committing to any of these to-dos. You are simply writing everything down so you can see it and be more intentional about the choices you make regarding your holiday schedule.*



Main To-Do	Date	Related To-Dos	+ / 0 / - Main	+ / 0 / - Related

Main To-Do	Date	Related To-Dos	+ / 0 / - Main	+ / 0 / - Related





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# The Stakeholders Meeting

Date and Time	
Location	
Participants	



*Reflect on last year's holidays:*

Discussion Questions	Use this column to record people's thoughts, or take notes on a separate sheet of paper.
What went well? What did we enjoy?	
What did not go well? What did we not enjoy?	
If there was one thing we would keep from last year, what would it be?	
If there was one thing we would change from last year, what would it be?	



## Look ahead to this year's holidays:

Discussion Questions	Use this column to record people's thoughts, or take notes on a separate sheet of paper.
How do we want to feel throughout this holiday season?	
What is reasonable for us to do on any given day?	
What do we <i>want</i> to do (big events, small-but-meaningful traditions)?  Is there anything new we want to try?	
What do we feel like we <i>should</i> do? Do we actually <i>want</i> to do these this year (or do we actually have the capacity to do these this year)?	



## We're in this together.

Discussion Question	Use this column to record people's thoughts, or take notes on a separate sheet of paper.
How can we work together to make this holiday special for our family?	



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*The Intentional Holiday Calendar*

**What do we want from this holiday season?**

*Record your answer below and keep it (plus anything else discussed at the Stakeholders Meeting) in mind as you put things on the calendar.*



**What are this year's priority activities?**

*These are the activities that our family wants to do, has time to do, and that bring us joy. Be discerning and intentional.*

Sun	Mon	Tue	Wed	Thu	Fri	Sat

Week of \_\_\_\_\_ Priorities: \_\_\_\_\_

Overview

Sun	Mon	Tue	Wed	Thu	Fri	Sat

To-Do List

What	Who
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



Things to Consider

Where are the possible tense points this week?  
What's the plan for how to handle them?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Where will rest and self-care be scheduled for this week?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_