FindMyItem

Number of boxes _____

Where they are kept _____

Putting Christmas away checklist

Do it in the days after Christmas, and next December starts with the right box. Check things off as you go.

New things

- [ ] A home for every present
- [ ] Receipts in one envelope, last return day on the front
- [ ] Gift cards noted with balance and expiry date
- [ ] Thank you list written
- [ ] Old things the new ones replace in a donate bag

The tree

- [ ] Decorations, tinsel and stand off
- [ ] Real tree: city pickup or drop off date found
- [ ] Artificial tree: dusted, folded, sections labelled
- [ ] Stand, skirt and tree lights kept with the tree

Decorations

- [ ] Sorted: keep, repair or give away
- [ ] Lights tested and wound on cardboard
- [ ] One box for each job: tree, outside, table, doors
- [ ] What you need first on top

Wrapping and cards

- [ ] Gift bags, ribbon and tissue paper saved
- [ ] Good boxes flattened
- [ ] Address list updated from the cards
- [ ] Unused cards, tags and stamps in the wrapping box

Kitchen and guests

- [ ] Borrowed things returned
- [ ] Spare bedding washed and dried
- [ ] Roasting pan, serving plates and cake pans in one box
- [ ] Christmas sweaters washed and packed

Boxes

- [ ] Every box numbered on the lid and two sides
- [ ] Each box written down: number, contents, where it is kept
- [ ] This page and the shopping list on top of box 1

Notes for next year

What ran out, what to buy and what to do differently. Put this page on top of box 1.

Ran out of _____

Buy in the sales _____

Do differently _____

Gift ideas and sizes _____