



Holiday Step-Back Plan

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With a little planning now you can coast from Thanksgiving to New Years and truly enjoy the season! The first three pages cover things you might need to do. The last three pages are used to create your plan. Grab your calendar, a pencil, head to a coffee shop, and crush it this year!

1. Go through the bullet points and put a check mark next to tasks that apply to your life (pgs 1-3).
2. Many of these tasks involve purchases and they are indicated with an asterisk. List the things you need to buy on the Master Shopping List (page 4) to minimize shopping trips, saving tons of time!
3. Plug holiday events & dates to do these tasks from step one into the calendar pages (pgs 5-6)

Travel



- Determine and clear dates with loved ones as soon as possible.
- Buy non-stop plane tickets and car rentals early for best rates.
- Make accommodation arrangements if someone is staying with you or if you are staying with family.
- Do you need to borrow items (ie: playpen, cot, etc) for the company or for you where you will be staying.
- Make boarding plans for pets.
- Create packing list on your computer to reuse each time you travel.
- Pack cosmetic bag in advance and buy travel size items. *
- Get prescriptions filled and put them in your cosmetic bag. *

- Write your family newsletter if you include one with your card.
- Call photographer for family photo and set a date.
- Create mailing list, gather addresses, and make labels so you know how many cards/stamps you need.
- Buy cards and stamps. Holiday stamps run out fast, so grab them early.
- If you want envelopes hand addressed, pay a teenager with good penmanship to help.
- Sign cards and mail or make an electronic card instead.
- Buy cards and wrapping paper right after Christmas to save money.*

Cards





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Home & Apparel



- If you don't have a housecleaner, splurge on one this time of year. Do you want the cleaner to come before or after you pull out the decorations?
- Set a date to put up/buy the tree and decorate the house.
- Decorating Outside? Set a date and recruit help or pay teens to help.
- How many outfits will you need for the holiday gatherings? Formal vs. more casual? *
- Need to buy a holiday outfit or borrow one? *
- Need jewelry, shoes, pantyhose/tights, makeup, a purse? *
- Need coordinating clothes for a family photo? Tights, shoes, bows, etc. *
- Need clothes for a different climate? *

- Are there any annual events/charitable events you want to attend or do as a family. Get details and make them THE PRIORITY. Put on calendar. *
- Gather the dates of plays, recitals, concerts, church activities, and parties. Write them in your calendar.
- Communicate/text dates to all family members.
- If you want to host a party, find a date and do a "save the date" email.
- Create a guest list and invitation. Distribute invite by mail or electronically.
- Create menus and determine cookies you plan to bake. Buy ingredients. *
- If friends offer to bring food or drink of their choosing, let them!
- Choose one recipe you enjoy making and bring it to parties you attend. *
- If having company, stock the fridge with sodas and water for fewer cups or write names on plastic cups. It's ok to use nice plastic for less formal meals. Not as green as I would like, but survival is key this time of year. *
- Make sure you have plenty of storage space on cameras and recording devices. Keep chargers and extra batteries on hand.

Festivities





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Gifts



- Determine how much you plan to spend total for gifts this year. Set a date to do your online shopping and a date for your in-person shopping.
- Pull out gift wrapping supplies (tissue paper, tape, tags, etc) and take inventory of what you need. *
- If there will be a group gift exchange, draw names before Black Friday. *
- Decide on gifts for clients/coworkers. Buy and wrap them. Write down in your calendar the date you plan to mail or deliver these gifts.*
- What charitable things do you want to do and when? (adopt-a-family, work at a soup kitchen, send a check, etc.) *
- Ask/determine gifts for each person on your list. Set a date to have gifts in the mail for timely arrival. *
- Keep a few versatile wrapped gifts and an ornament on hand for last minute exchanges, etc.*
- Think about a few gifts you really want so when someone asks for ideas you have a few ready to go.
- Wrap presents. Make it a fun occasion with a few friends, hot cocoa, and Christmas music.

LOOKING FOR A TRULY UNIQUE & IMPACTFUL GIFT?

Give the **Spiritual Circle Journal**, created by **Liz Lassa** – a simple, fun, and life-changing prayer tool that brings focus, clarity, and peace to your daily walk with God. In just 10 minutes this guided journal helps you slow down, tune in, and connect deeply through 8 designated prayer areas, using easy bullet points inside each circle.

With every entry you will:

- ✦ Learn to listen more clearly for God's daily guidance
- ✦ Gain clarity and make better, Spirit-led decisions
- ✦ Find God's presence woven into your everyday life
- ✦ Enjoy a more focused and meaningful quiet time
- ✦ Take action and move confidently into what's next for your life

Beautifully designed and deeply impactful, the **Spiritual Circle Journal** is more than a gift – it's a sacred space for reflection, renewal, and direction.

🎁 Give the gift of spiritual transformation – one circle at a time.





Master Shopping List

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<i>Super Store</i>	<i>Online Store</i>
<i>Grocery Store</i>	<i>Shop Local</i>

2025

November

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

2025

December

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						