



Holiday POPS Guide



PLAN

When planning for a holiday, in this case Easter, think about tasks such as decorating the house, purchasing or making Easter baskets, coloring eggs, baking cookies or other goodies. Are there any cultural or family traditions that you would like to keep, or new ones you would like to start? What are your dinner plans? (Use the meal planning guide and shopping list on the next 2 pages to keep on track.) What would YOU like to see happen this Easter season? Write it all down.

ORGANIZE

Where are the Easter decorations stored? Are the table linens, china and flat ware clean and ready to use? Looking at your dinner menu, is there a serving dish and utensil for each item? Keep everything within reach and ready to go, or at least know how to access it quickly.

PRIORITIZE

For each of the plans and tasks you've noted above, which is the most important (the holiday just wouldn't be the same without it)? Which is the least important (it would be nice but it won't make or break the holiday)? Rank each one and use that ranking to schedule the most important aspects first.

SCHEDULE

Take out your calendar/phone/schedule/daily planner right now and schedule the plans and tasks that you've assessed to be the most important aspects of your holiday season. Then stick to your plans just like you would an important meeting or event.

Also remember to calendar important dates such as travel plans, church or school functions and any social engagements, so you're sure to avoid scheduling conflicts.

APRIL						
S	M	T	W	T	F	S
					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

Easter Meal Planner

Decorations

Table linens
Place settings

Centerpiece
Place cards

Candles
Favors

Easter baskets
Serving pieces

Menu

Breakfast _____

Hors d'oeuvres _____

	Selection	Cookbook	Make ahead?	Ingredients purchased
First Course				
Main dish				
Side dishes				
Salads				
Rolls/bread				
Desserts				
Wine/ beverage				

