

# Holidazed to Holidazzled

## Project Planner

DECEMBER 2020

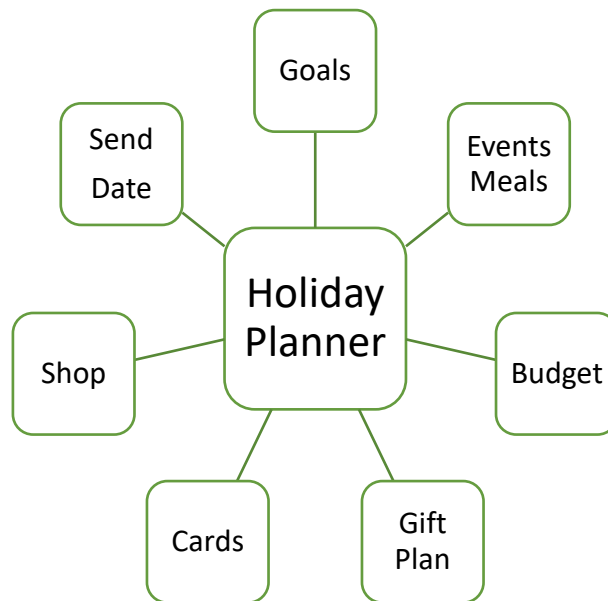


### *Holiday Mind-map Tool*

*Compliments,*

*The Center For Living Well with ADHD, LLC*

<https://CenterForLivingWellwithADHD.org>



**Step 1: Goals.** Get clear on what you want for your holiday experience and what you will say yes to. Make a few notes next to Goals on the mind map or a piece of paper. Remember to think through and jot notes on anything with more than a few steps to help you with your timeline of what to focus on when.

**Step 2: Events and Meals.** This year will obviously be a bit different as we are all doing our best to stay safe in the pandemic environment. Will you have a small family gathering? Will you organize a virtual event? Start early to plan and organize what's involved to make the holiday experience the best possible.

**Step 3: Review finances.** Determine how much you can truly afford to spend for the holidays. If spending is tight, use your creative mind to help you cut costs. Write down your spending limits next to budget.

**Step 3: Gift List.** Write down any gifts you will purchase or make yourself. List what's involved. Estimate costs for each. Remember to keep it simple so you don't put yourself in a financial strain for 2021.

**Step 4: Holiday Cards or Letters.** Will you be sending something out this year? Turn the mindmap over and list the steps involved to help you get this done in an organized fashion. Focus a little bit each day on the next step or the next 15 minutes of this project until you get it done.

**Step 5: Time to Shop.** Keep your plan, list and spending limits in front of you throughout the process. Get started sooner than later to account for any last-minute shipping delays whether shopping online or in person. Note any places you plan to shop next to Shop on your mindmap.

**Step 6: Send date.** What is the date you want to have everything in the mail? Write the date in red on the mindmap and work backwards with the other details to assign earlier due dates to help you get done on time. Enter these due dates into your calendar alert. Try to allow no less than 5-7 working days before the holiday to send your gifts or cards.