

Thanksgiving Planner

for



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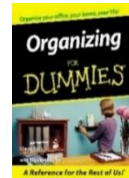


Everything in its Place®



Eileen Roth

Your Tour Guide for Success



As the author of *Organizing For Dummies*®, Eileen Roth demonstrates how to be more productive, reduce your stress, and save time and money so you can enjoy your life.

She named her company Everything in its Place® because she truly believes that you can find a place for everything. Eileen is a national speaker, trainer and productivity expert in the areas of:

Office Organization Time Management Home Organization.

She has appeared on the:

Today Show, Oprah, Fast Company, ASTD's Training & Development (now ATD), Office Pro Successful Meetings, Self, Real Simple, Woman's Day, Men's Health, Chicago Tribune, LA Times, Washington Post, etc.

Everything in its Place®

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Guest List



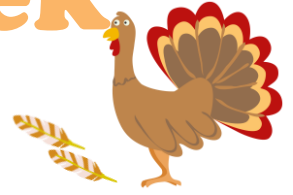
	Adults	# Kids	Allergies/Diet	Yes	Total
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
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20					



Thanksgiving Activities

Day	Activity
	Walk / Run / Jog
	Hike
	Bike
	Canoe
	Camping
	Roller Skating / Blading
	Ice Skating
	Bowling
	Tennis
	Golf / Mini Golf
	Go Karts / Amusement Park
	Attend a Sport Game
	Watch Sports Game
	Museums / Craft Place
	Theater / Concert
	Movies
	Build a Snowman
	Ski / Snowboard
	Swim
	Board Games; Charades, Card Games
	Checkers, Chess, Croquet, Badminton

Thanksgiving Week Daily Plans



Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday



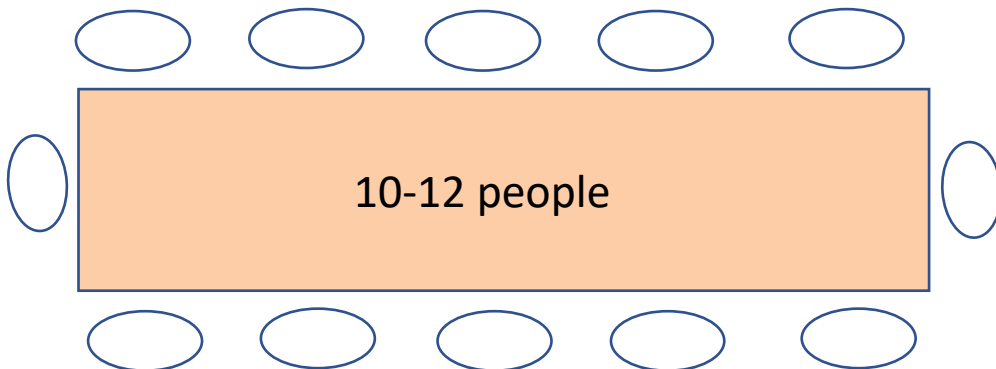
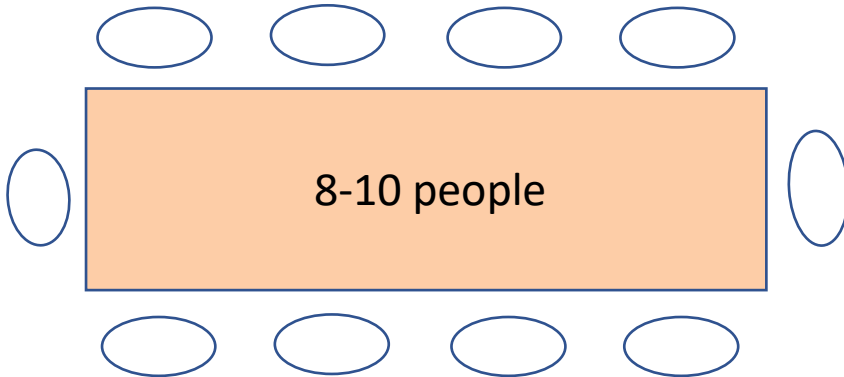
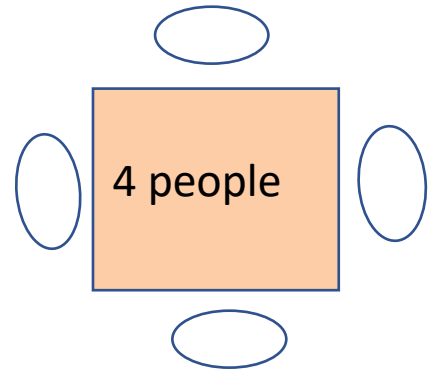
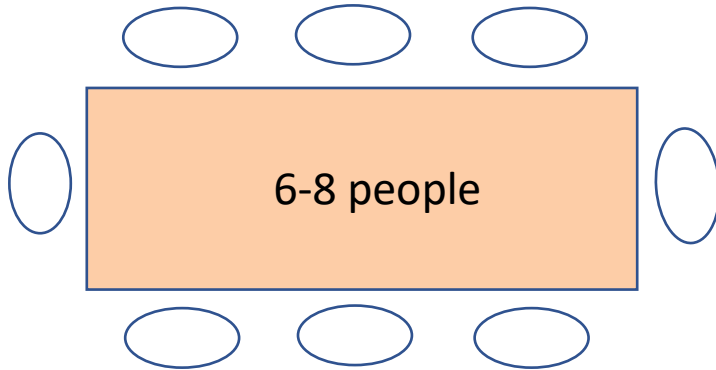
Household Prep

✓	Household Prep
	Clean house: dust, vacuum, wash floors
	Setup guest room
	Setup guest bath towels
	Guest bathrooms: guest towels / napkins for T-day
	Borrow / rent tables and chairs
	Setup decorations – inside, outside
	Seating Chart / Place cards
	Set Table: linen, napkins, silverware, centerpieces
	List times for T-day sports games or Hallmark movies
	Schedule cooking times for T-day

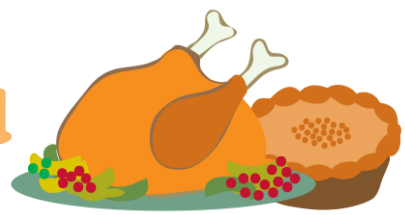
Seating Charts



Make any combination or push two tables together taking off inner seats to make a longer table.



Menu



Appetizers	Snacks

Salads	Side Dishes / Rolls

Main Dishes	Drinks
	Coffee / Teas
	Sugar / Cream
	Milk
	Pop / Soda
	Liquor

Desserts	



Prepare Ahead

1-2 Weeks Ahead

Weekend Ahead

Day Before

Thanksgiving Day

Budget



√	Item	Budget	Cost
	Decorations		
	Place cards		
	Guest bath napkins		
	Appetizers-Sides-Salads		
	Main Dishes		
	Desserts		
	Drinks		
	Liquor		
	Rent tables and chairs		
	Totals		



Notes



A series of horizontal lines for writing notes, starting with a solid orange header bar at the top, followed by 18 empty white lines separated by thin orange borders.



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