

Holiday Task-Batching (example)

PROJECT	Contact	Online	Plan/Think	Errands/Shop	Admin	Around House	Cook
Holiday Cards			Create list to send	<ul style="list-style-type: none"> • Stationary store • Post office - buy stamps 	Write, address cards		
Gifts		Shop at online museum stores; send direct when possible	<ul style="list-style-type: none"> • Create gift list 	Take gifts to post office (leave time to stand in line)	Check off gifts as they are sent		
Home Repairs		Research bathroom fans, order one	<ul style="list-style-type: none"> • Create list of repairs needed • Take inventory of existing supplies 	<ul style="list-style-type: none"> • Hardware store • Lumber yard 		<ul style="list-style-type: none"> • Tighten door knobs • Build garage shelves 	
Christmas Dinner	<ul style="list-style-type: none"> • Call to place pie order • Coordinate food with guests • Call mom for special recipe 	Order new holiday music CD from Amazon.com	<ul style="list-style-type: none"> • Go through cookbooks and choose recipes • Break down recipes and determine timing of what to cook when 	<ul style="list-style-type: none"> • Cleaners - take tablecloth • Supermarket • Wine store • Bakery 		<ul style="list-style-type: none"> • Rinse glassware • Set table 	<ul style="list-style-type: none"> • Lamb • Beans • Mashed potatoes • Cookies
Decorate house				Buy decorations and lights		<ul style="list-style-type: none"> • Trim mantle • Trim tree 	
Cleaning / De-Clutter			Decide what to donate to charity	Take donated clothes to Salvation Army	File receipt for taxes	<ul style="list-style-type: none"> • Clear out closets 	