

Week 1 (last week of November):

- De-clutter. There's no better time than now to donate or trash things you don't use or need.
- Organize and label your things in storage bins.
- Make sure all the light bulbs in your house are working.
- Check flashlight batteries and candle supply.
- Take an inventory of kitchen and bathroom supplies.
- Clean out your refrigerator and toss leftovers to make room for large dishes and ingredients.
- Check for coupons.

Week 2 (first week of December):

- Repair those drippy faucets and squeaky doors.
- Child-proof your home in anticipation of small children visiting.
- Plan your holiday menu: Order turkey, ham or other specialty foods.
- Start decorating. Try these easy decorating tips
 - Warm up your decor with a touch of citrus. Fill a dish with oranges, lemons and limes and then add ornaments and pine boughs to the mix.
 - Fill a glass vase with ornaments. (Tip: Decorate on a budget by using last year's ornaments in a new way.)
 - Fill a large jar with candy canes.

Week 3 (second week of December):

- Spend a few hours each day cleaning one room. (Tip: Start with less-frequented areas like guest rooms and closets.)
- Get your bedrooms guest-ready with fresh sheets, blankets and pillows.
- Clean out your closets and drawers.
- Make sure you have plenty of towels, soap, shampoo and bubble bath.
- Stock up on toilet paper so your guests won't have to ask you for more.
- Get your cleaning supplies and clean all bathrooms.

Week 4 (third week of December):

- Clean the rest of the house. Focus on rooms you use most.
- Start cooking ahead. Think enjoyable, easy meals that won't have you spending all your time in the kitchen.
- Empty all trashcans.
- Set out self-serve snacks throughout your house like nuts, fruits and candies.
- Add a cheery touch to your guest room with fresh flowers and some light reading material.
- Enjoy your guests and delight in the holidays.