PLAN IT ON ONE HAND

Our big family dinner



WHAT DAY IS THE DINNER? _____

Picture it

Why are we doing this?
What does done look like?

WHY ARE WE DOING THIS?

WHAT DOES DONE LOOK LIKE?

Map it

What comes first, and who owns each piece?

THE JOB	ONE NAME	BY WHEN	SAID
Invite everyone and ask who's coming		*3 weeks before*	☐
Decide the menu		*2 weeks before*	☐
Share out the dishes: who brings what		*2 weeks before*	☐
Buy the pantry things and drinks		*7 days before*	☐
Write the oven schedule		*3 days before*	☐
Buy the fresh food		*the day before*	☐
Set the table and count chairs		*the day before*	☐
Cook the main dish		*on the day*	☐
Wash up and put away		*on the day*	☐
			☐
			☐

Try it

What's the smallest test before we commit?

THE SMALLEST TEST

Launch it

Who's doing what, by when? Say it back.

WHERE THE PLAN LIVES

WATCH IT: CHECK-INS

☐ Is every dish spoken for? *10 days before*

☐ Final check with everyone *2 days before*

Close it

Did we keep the promise? Keep, drop, try.

KEEP

DROP

TRY

HIGH FIVE: THANK EVERYONE WHO HELPED

HOW WE'LL CELEBRATE