

Christmas Card Composition Book Design Guide

In this planner

In this planner, you will create seven sections with pockets to hold printable forms. These forms can be removed to use and updated each year. You can refer to Rita's blog post for instructions on how to create the pockets in your book.

Planning Tab

Hold printed Overview & Planning Checklists and Timeline Checklists. This is where you will organize your goals and deadlines. Refer to the blog post for directions in creating the tabs.

Address List Tab

Store the Address List Checklist and your address tracking sheets. You can also keep small items like stamps or address labels here.

Design Tab

Hold the Card Design Checklist, Card Designer Worksheets, sketches, and inspiration photos. You can pull these forms in and out as you work.

Supplies Tab

Store the Supplies & Inventory Checklist, shopping lists, and receipts. You'll be able to update these lists easily each year.

Work Log Tab

Use this pocket to hold the Work Session & Progress Logs. You can add more logs as you track your cardmaking sessions.

Mailing Tab

Keep the Mailing Prep Checklist, postage stamps, mailing receipts, and delivery tracking notes here.

Memories Tab

Store Memory Keeping forms, card samples, photos, and special stories or notes from card recipients. Remember: you can print fresh forms every year and keep using your same planner. This system lets you build a Christmas Card Planner that grows with you