Holiday Sanity Saver Template

Thank you for purchasing my Holiday Sanity Saver Template.

I LOVE AirTable and am so happy to help you use this amazing tool to help you plan your holidays.

If you have never used AirTable, I would encourage you to watch the tutorial video. AirTable is mostly intuitive, but a little instruction will cut your implementing time way down!

Then follow the steps below to get started:

1. Set up a [FREE AirTable Account](#) if you do not have one.
2. Then use this link to access the [Holiday Sanity Saver Base](#).
3. Click on "copy base" in the upper right hand corner.
4. Start using your Base!
5. Download the AirTable app onto your phone so you will have your gift lists and grocery lists and other information with you when you are out.

The Holiday Sanity Saver Base:

I have briefly summarized the instructions for using the Templates below. The video is much more detailed.

I have listed the time stamp on the video for each item so you can find the tutorial instructions easily. Access the video HERE.

- Brain Dump: (1:30) List everything you need to get done. You may add a date or deadline (double click to bring up the calendar) in the Date column.
  To access the calendar (2:45) click on the down arrow next to "Grid View" in the upper left above the "Name" column. You can also add events right onto the calendar.
- Budget: (3:27) List the items you need to budget and the amount you would like for each item. The total is at the bottom of the "Amount" column.
- Gifts: (3:45) List your gift recipients. (4:10)There is also a view that sorts the recipients by category. You can change the category titles by clicking on the down arrow next to the right of the word "Category", selecting "customize field type," and adding or deleting the included categories.
- Black Friday/In Store Shopping: (5:46) List the items to shop for. You can upload files (digital coupons, etc.) to the "Digital coupons" column. Selecting the recipient in the "Recipient" column will automatically add the gift to the Gift Table.
- Cyber Monday/Online Shopping: (7:00) This table works just like the Black Friday table. You can add the link to the items you want to purchase and click through when you are ready to buy. Selecting a recipient will add the gift to the Gift Table.
- Meals: (8:02) Plan your meals by listing each item needed for a meal and selecting the appropriate meal in the next column. You can also view the meals with the "Sort by Meal" view. Edit the meals I included by clicking on the down arrow to the right of the word "Meal," selecting "customize field type, and adding or deleting meals. The "Grocery List" column interacts with the "Grocery List" Table. You can add items to the list on either Table.
- Grocery List: (9:27) Items can be added to the grocery list here or on the Meals Table. Select the recipe the item belongs to in the "Needed For" column.