Holiday Baking at a Glance

A one-page roadmap to keep beside you while you bake.

1 PLAN YOUR ASSORTMENT

- [ ] Set your gifting, party, or mailing deadline.
- [ ] Choose recipes; read each one from start to finish.
- [ ] Check allergies, make-ahead options, freshness, and equipment.

2 WORK OUT QUANTITIES & TIME

- [ ] Estimate pieces needed and calculate batches from recipe yields.
- [ ] Count oven rounds, active work, chill/rest time, and decorating.
- [ ] Allow room for cooling, storage, cleanup, and unexpected delays.

3 SHOP & PREP

- [ ] Combine ingredient quantities; check your pantry first.
- [ ] Gather baking sheets, racks, containers, boxes, and labels.
- [ ] Prepare and label doughs; record thawing or finishing instructions.

4 BAKE & FINISH

- [ ] Group oven temperatures when practical; cool pans between rounds.
- [ ] Keep dough chilled if needed; cool treats fully before storing.
- [ ] Check when treats should be baked, filled, decorated, and stored.

5 PACKAGE & SHARE

- [ ] Protect delicate treats; separate strong flavors and textures.
- [ ] Budget about 20-25 minutes for the full packing process per box.
- [ ] Check shipping times; allow extra time for holiday delays.

My Holiday Baking Plan

Start here: decide what you are baking for and what you have time to make.

01 WHAT AM I BAKING FOR?

- ☐ Gift boxes
- ☐ Cookie exchange
- ☐ Holiday party
- ☐ Family & friends
- ☐ Shipping treats
- ☐ Other

02 MY DEADLINES

Everything needs to be ready by: _____

Baking / prep days I have available: _____

03 HOW MUCH AM I PLANNING?

Approximate people or households: _____

Number of gift boxes (if applicable): _____

Number of cookie or treat varieties: _____

04 WHAT DO I NEED TO PLAN AROUND?

- ☐ Limited oven / baking sheets
- ☐ Limited counter space
- ☐ Limited fridge / freezer space
- ☐ Dietary needs / allergies
- ☐ Budget
- ☐ Other commitments

My most important holiday baking priority:

TIP Set your packaging and delivery deadline before deciding which days to bake.

Cookie & Treat Selection

Choose a mix you love, without giving yourself too many complicated projects.

MY SHORTLIST

Mix favorites with something new. Balance involved cookies with simpler bars or no-oven treats.

Recipe / treat	Type	Make ahead?	Effort

BALANCE CHECK

- ☐ Familiar favorites
- ☐ One or two new recipes
- ☐ Easier / no-oven options
- ☐ More involved / decorated options
- ☐ Suitable for giving or shipping
- ☐ Considered dietary restrictions

Recipes I might leave out if time gets tight:

My Cookie Box Assortment

Plan what goes in each box before calculating your total batches.

THE BOXES

Number of boxes: _____ Pieces / portions per box: _____

Count bars and brownies as treats; measure snacks such as muddy buddies by portions.

WHAT GOES IN EACH BOX?

TREAT / RECIPE	QTY

TREAT / RECIPE	QTY

PACKAGING PLAN

- [ ] Everything fits comfortably without crushing
- [ ] Soft and crisp treats can be separated as needed
- [ ] Strongly flavored treats can be kept apart
- [ ] Delicate items have protective packaging

Box size / packaging notes:

Cookie Quantity & Batch Planner

Calculate what you need based on each recipe's actual yield.

HOW TO CALCULATE

1. Multiply pieces per box by number of boxes (or estimate portions for your event).
2. Divide the total needed by the recipe yield to find the number of batches.
3. Decide whether to scale the recipe or round up to full batches.

EXAMPLE

10 boxes x 3 molasses cookies = 30 cookies.

30 needed / 22 per batch = 1.36 batches; 2 full batches may be easier.

MY BATCH CALCULATIONS

Recipe / treat	Needed	Yield / batch	Calculation	Batches

Remember to plan a few extras for breakage, taste-testing, and your household.

Not every recipe scales easily; check its instructions before changing batch sizes.

Recipe Requirements Tracker

Read each full recipe before you schedule your mixing, baking, and packaging.

RECIPE DETAILS / PRINT EXTRA COPIES AS NEEDED

Recipe: _____

Hands-on prep time: _____ Chill / rest: _____

Oven temp: _____ Bake time / tray: _____

Total oven rounds: _____ Cool / set time: _____

Make-ahead / thaw / decorating notes:

_____

Recipe: _____

Hands-on prep time: _____ Chill / rest: _____

Oven temp: _____ Bake time / tray: _____

Total oven rounds: _____ Cool / set time: _____

Make-ahead / thaw / decorating notes:

_____

Recipe: _____

Hands-on prep time: _____ Chill / rest: _____

Oven temp: _____ Bake time / tray: _____

Total oven rounds: _____ Cool / set time: _____

Make-ahead / thaw / decorating notes:

_____

TIP Include brown-butter cooling, overnight resting, icing setting, and final oven steps.

Pantry & Packaging Check

Check what you have before making your final shopping list.

INGREDIENTS TO CHECK

- [ ] Flour and other dry ingredients
- [ ] Butter and dairy
- [ ] Sugars and sweeteners
- [ ] Eggs
- [ ] Baking powder / baking soda
- [ ] Vanilla and extracts
- [ ] Salt and spices
- [ ] Jams and fillings
- [ ] Chocolate and cocoa
- [ ] Candy and decorations
- [ ] Nuts and mix-ins
- [ ] Other special ingredients

EQUIPMENT & PACKAGING SUPPLIES

- [ ] Baking sheets / pans
- [ ] Airtight containers
- [ ] Parchment paper
- [ ] Gift boxes / treat bags
- [ ] Cooling racks
- [ ] Tissue / cushioning
- [ ] Cookie scoops / scale
- [ ] Shipping cartons / labels

ITEMS TO BUY OR REPLACE

TIP Check your gift boxes early, especially if you plan to ship treats.

Consolidated Shopping List

Combine ingredients across recipes so you only buy what you need.

Shopping date: _____ Store / stops: _____

Add quantities from every recipe, then subtract what you already have.

Ingredient / supply	Total needed	Have	Buy

DON'T FORGET

- ☐ Packaging supplies
- ☐ Gift tags / labels
- ☐ Shipping supplies

Make-Ahead & Freezer Tracker

Know what is prepared, where it is stored, and what to do next.

Check each recipe for its specific storage, thawing, and baking instructions.

Dough / treat	Made on	Stored / where	Bake / thaw by

PREPARATION NOTES

TIP Label each container with the recipe name, date, and any special instructions.

My Holiday Baking Schedule

Work backward from gifting or mailing day. Use another copy if you need more space.

Everything ready by: _____ **Mail / delivery date:** _____

Note tasks separately: prep, chill / thaw, bake, decorate, package, and deliver.

Date / time available	Recipe or task	Must be done before / notes

MY FINAL PACKAGING PLAN

Start packing: _____ Finish by: _____

Remember: fill / decorate nearer gifting when freshness or storage requires it.

Oven & Baking Session Planner

Count each tray or pan - the bake time on a recipe card is only part of the job.

Session date: _____ **Oven / equipment notes:** _____

OVEN ROUNDS: total pieces ÷ pieces per sheet, rounded up (when baking one sheet at a time).

Recipe	Temp.	Sheets / rounds	Min. per round	Total oven min.

Example: 24 cookies, 12 per sheet = 2 rounds; 12 min each = 24 min, plus changeovers.

WORK ALONGSIDE THE OVEN

- ☐ Prepare another dough
- ☐ Portion or shape cookies
- ☐ Wash equipment
- ☐ Clear cooling racks
- ☐ Make a no-oven treat
- ☐ Prepare packaging

EQUIPMENT, SPACE & FINAL OVEN STAGE

Cooling rack / counter plan: _____

Extra oven stage / turned-off oven needs: _____

TIP Save Milano Cookies for the final oven bake when they need turned-off-oven crisping.

Baking Day Checklist

Your practical checklist for moving from mise en place to safely stored treats.

- [ ] Read today's recipes and notes
- [ ] Check prepared dough / thawing
- [ ] Gather ingredients and equipment
- [ ] Check mixer and oven availability
- [ ] Keep dough chilled when needed
- [ ] Cool sheets before reloading
- [ ] Allow decorations / fillings to set
- [ ] Clear counter; wash or load dishes when practical
- [ ] Clear working counter space
- [ ] Set out pans and cooling racks
- [ ] Measure ingredients (mise en place)
- [ ] Preheat oven as directed
- [ ] Set timers for each oven round
- [ ] Cool finished treats completely
- [ ] Label and store finished treats
- [ ] Leave buffer time for delays

TODAY'S TOP PRIORITIES

Running behind? Prioritize started recipes; protect chilling, cooling, and setting.

Packaging & Supplies Planner

Choose containers before baking and reserve room to assemble the finished boxes.

Number of gift boxes: _____ **Packing deadline:** _____

Estimated packing time (20-25 min per box): _____

SUPPLIES TO CHECK OR PURCHASE

- [ ] Gift boxes / tins
- [ ] Food-safe treat bags
- [ ] Airtight storage containers
- [ ] Parchment / separators
- [ ] Protective filler / cushioning
- [ ] Ingredient & allergen labels
- [ ] Gift tags / notes
- [ ] Outer shipping cartons
- [ ] Packing tape
- [ ] Shipping labels / postage

PACKING PLAN

Treats needing individual protection / separate bags:

Treats requiring refrigeration or special storage:

- [ ] Everything completely cooled / set
- [ ] Delicate treats cushioned
- [ ] Strong flavors / textures separated
- [ ] Boxes not packed too tightly

Gift & Delivery Tracker

Keep recipients, contents, and deadlines together on one page.

Type of gifts / occasion: _____

Recipient / group	Assortment or box ID	Gift / mail date	Packed?	Delivered?

FINAL DELIVERY NOTES

For shipping, check estimated delivery times and expected transit conditions.

Shipping & Final Packing Checklist

Use this page when sending treats through the mail.

- [ ] Confirm each treat can handle transit
- [ ] Check storage needs and expected weather
- [ ] Check estimated delivery time
- [ ] Allow for holiday delays
- [ ] Purchase a sturdy outer carton
- [ ] Bag different cookie types separately
- [ ] Protect fragile pieces from movement
- [ ] Keep packing paper outside food bags
- [ ] Cushion inner box inside outer carton
- [ ] Check contents cannot shift
- [ ] Include treat names / common allergens
- [ ] Include storage instructions
- [ ] Seal and label the shipping carton
- [ ] Keep tracking details handy

SHIPMENT DETAILS

Recipient: _____

Ship by: _____ Estimated arrival: _____

Carrier / tracking: _____

Extra packing / delivery notes: