



served cold.

STEP #3 – Make a spreadsheet. I'm not kidding. The first thing I do is label the dishes along the top. Next, I list the ingredients I need to buy beneath each dish. You can then cut and paste that section onto a separate page for your shopping list.

STEP #4 – Below the ingredients, I list the four days of the week leading up to the party. Below each day, I assign tasks that can be done ahead.

STEP #5 – Make sure to include things like cleaning the house, setting the table, prepping your bar, etc. to the list. These can be a real time suck, and it's important to allot ample time for each.

STEP #6 – Stick to the plan. If you're feeling overwhelmed, there's no shame in asking someone to bring a dish. Just be specific about what you need.

STEP #7 – Assign tasks to your spouse, partner, kids, and/or good friends.

STEP #8 –If something doesn't come out well, don't worry about it. Chances are you've made way too much food anyway.

STEP #9 – Don't leave showering and getting dressed to the last minute. You'll always run out of time and you don't want to greet your guests looking like a worn out dishrag.

STEP#10 – Now pour yourself a cocktail and have a great time.