GIFTMYJOB

Secret Santa Planner

One printable for the whole exchange - set up the group, draw the names, plan a gift your person will actually like, and keep every secret until party day.

FREE PRINTABLE | TICK-BOX EDITION

HOW TO USE THIS PLANNER

1. **Set up the group (page 2).** Write down who is in, when the exchange happens, and the budget your group agrees on - your group sets it, this planner does not.
2. **Fill in the slips (page 3).** Everyone writes one slip: their name, likes, dislikes, and sizes or favourites. Fold them, drop them in a hat, and draw one each.
3. **Plan in secret (page 4).** Your slip stays with you. Use the worksheet to note what your person likes and to draft three gift ideas before you buy anything.
4. **Short on ideas?** Page 5 brainstorms by person type - coworker, friend, or family - in plain categories, no shopping list required.
5. **Track it (page 6).** The organizer keeps one table: who has bought, wrapped, and given. The giftee column stays private.
6. **Party day and after (pages 7-8).** A short checklist for the exchange itself, then thank-you note templates so nobody is stuck for words.

> **The one rule that matters:** It is a secret. Do not swap slips, do not peek, and if you draw your own name, quietly put it back and draw again.

More gift ideas by job and occasion: giftmyjob.com/occasions/

STEP 1 - SET UP THE GROUP

Group setup sheet

Fill this in once, before the draw. Everything the group agrees on lives on this page - including the budget, which is your group's call, written in by hand.

GROUP NAME

ORGANIZER

DRAW DATE

EXCHANGE DATE

WHERE WE EXCHANGE

BUDGET OUR GROUP AGREED ON

> **How the draw works:** One slip per person (page 3), filled in and folded so the writing does not show. All the slips go into a hat, a bowl, or a bag. Each person draws one slip and keeps it hidden. Draw your own name? Put it back and draw again. Anyone who cannot be there for the draw gets a slip drawn for them by the organizer - who keeps it sealed and secret.

OUR HOUSE RULES - TICK WHAT APPLIES

- ☐ One gift per person
- ☐ Hints on the slip only - no asking around
- ☐ Gifts wrapped, labelled to the giftee only
- ☐ Santas revealed at the exchange
- ☐ Santas stay secret, even after
- ☐ Second draw if two people draw each other - group decides

WHO IS IN - EVERYONE'S NAME, ONCE

#	NAME	#	NAME
1		7	
2		8	
3		9	
4		10	
5		11	
6		12	

STEP 2 - THE DRAW

Name-draw slips

Print this page as many times as you need, cut along the dashed lines, and give one slip to each person. Fill yours in, fold it so nothing shows, and drop it in the hat. Print a spare page if your group is bigger than eight.

NAME

LIKES

DISLIKES

SIZES / FAVOURITES

NAME

LIKES

DISLIKES

SIZES / FAVOURITES

NAME

LIKES

DISLIKES

SIZES / FAVOURITES

NAME

LIKES

DISLIKES

SIZES / FAVOURITES

NAME

LIKES

DISLIKES

SIZES / FAVOURITES

NAME

LIKES

DISLIKES

SIZES / FAVOURITES

NAME

LIKES

DISLIKES

SIZES / FAVOURITES

STEP 3 - YOUR SECRET ASSIGNMENT

My giftee worksheet

Keep this page with the slip you drew - and keep both hidden. Everything you know about your person goes here, then three ideas, then the buying ticks.

WHO I DREW

WHAT THEY LIKE

DISLIKES - STEER CLEAR

SIZES, COLOURS, OR FAVOURITES I KNOW

CLUES I PICKED UP (THINGS THEY MENTION, HOBBIES, COLLECTIONS)

THREE GIFT IDEAS - DRAFT BEFORE YOU BUY

Idea 1

Why it fits them:

Idea 2

Why it fits them:

Idea 3

Why it fits them:

GETTING IT DONE

- [ ] Bought
- [ ] Wrapped - label shows their name only, never yours
- [ ] Ready to bring on the day

STEP 4 - WHEN YOU ARE STUCK

Gift ideas by person type

Categories, not shopping lists. Tick the ones that sound like your person, then turn a tick into a specific idea on page 4 - the slip you drew is your best clue.

FOR A COWORKER

- [ ] Something for their desk
- [ ] Something for the commute
- [ ] A favourite snack or treat
- [ ] Something that makes the workday easier
- [ ] A small nod to their hobby outside work
- [ ] Something warm for a cold office
- [ ] A funny-but-kind joke gift, if your group does those

FOR A FRIEND

- [ ] Something cozy
- [ ] Something for their favourite hobby
- [ ] Something to share - a game or a treat for two
- [ ] Something that recalls an inside joke
- [ ] Something homemade
- [ ] Something for their next adventure or trip
- [ ] Something they would never buy themselves

FOR A FAMILY MEMBER

- [ ] Something for the kitchen or table
- [ ] Something cozy for home
- [ ] Something connected to a family memory
- [ ] Something for their garden, tools, or craft
- [ ] A favourite food or drink treat
- [ ] Something that helps a project they are working on
- [ ] A photo or keepsake, framed simply

WORKS FOR ALMOST ANYONE

- [ ] Something to eat or drink and enjoy soon
- [ ] Something warm
- [ ] Something useful every day
- [ ] Something that smells nice
- [ ] Something small but well made
- [ ] Something seasonal
- [ ] A handwritten note with any of the above

MY OWN IDEAS

STEP 5 - ORGANIZER ONLY

Group tracker

One row per person. The giftee column is there only if the organizer needs it - keep this page private, or leave that column blank and let the secrets keep themselves.

#	GIVER	GIFTEE (OPTIONAL - KEEP PRIVATE)	BOUGHT	WRAPPED	GIVEN
1			☐	☐	☐
2			☐	☐	☐
3			☐	☐	☐
4			☐	☐	☐
5			☐	☐	☐
6			☐	☐	☐
7			☐	☐	☐
8			☐	☐	☐
9			☐	☐	☐
10			☐	☐	☐
11			☐	☐	☐
12			☐	☐	☐
13			☐	☐	☐
14			☐	☐	☐

> **Quiet check-ins:** If a row stalls, a gentle word with that giver beats a group announcement. Ask if they are stuck - page 5 unsticks most people - and never name their giftee out loud.

ORGANIZER NOTES

STEP 6 - EXCHANGE DAY

Party-day checklist

Run this page on the day. Short lists, in order: set up, exchange, tidy finish.

BEFORE EVERYONE ARRIVES

- [ ] Wrapped gifts collected in one spot as people come in
- [ ] Labels checked - giftee's name on every gift
- [ ] Drinks and snacks out
- [ ] Music on, if your group likes it
- [ ] A chair or spot for each person - a circle works well
- [ ] Camera or phone ready for the group photo

DURING THE EXCHANGE

- [ ] Pick the order: go around the circle, or draw numbers for turns
- [ ] One gift at a time - opened in front of everyone
- [ ] Guessing round, if your group plays: who was my Santa?
- [ ] Santas revealed at the end - or not, per your house rules

AFTER THE EXCHANGE

- [ ] Group photo taken
- [ ] Nobody leaves empty-handed - check the gift spot
- [ ] Wrapping gathered for recycling or the bin
- [ ] Leftovers shared out or stored
- [ ] Thank-you notes started (page 8)

EXCHANGE ORDER - IF YOU DRAW FOR TURNS

#	NAME	#	NAME
1		6	
2		7	
3		8	
4		9	
5		10	

> **Someone's Santa could not make it?** Their gift still gets opened in the circle - read the label aloud, enjoy it on their behalf, and set it aside safe for them.

STEP 7 - AFTER THE PARTY

Thank-you note templates

A short note beats a perfect one. Start from a template, fill the gaps in your own words, and send it within a few days - on paper, by message, however your group talks.

SHORT AND SWEET

Dear _____,

Thank you for the _____- it was a lovely surprise and very me. Happy holidays!

From _____

WARM AND SPECIFIC

Dear _____,

Thank you for the _____. You clearly remembered that I _____, and it is already _____. It made the whole exchange for me.

With thanks, _____

FOR A COWORKER

Hi _____,

Just wanted to say thanks for the _____- it has found a home on my desk already. Hope your Santa treated you just as well.

Best, _____

DRAFT YOURS HERE

LAST PAGE - KEEP WITH THE PLANNER

Notes

Anything the planner missed - group ideas for next year, who loved what, what to do differently.

GiftMyJob - a planning printable only. Print fresh copies of pages 3, 4, and 6 for each new group or year.