SORTED & STOCKED

THE CALM HOME SERIES

A Calm Rosh Hashana Home

The holiday preparation workbook

Plan the home. Prepare the meals.
Enter Yom Tov with calm.



HOUSEHOLD MANAGEMENT • ROSH HASHANA 5787



HOW TO USE THIS WORKBOOK

Your Calm-Home System

Use this workbook as a household command center. Work backwards from candle lighting, give every task an owner, and close one zone before moving to the next.

1. Plan backwards
Put the deadline first, then assign realistic completion times.

2. Assign an owner
A named person owns each task —not “everyone.”

3. Close each zone
Finish, reset and stop revisiting completed areas.

Inside the workbook

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Best practice: Print one working copy and keep it visible in the kitchen or household command area.

ZONE 01 • PREPARE THE SPACE

Home, Guests & Table

Close the visible spaces first. Entry, dining room, kitchen and guest rooms create the strongest feeling of calm.

Guest count _____

Task	Owner	Due	Done
Confirm guest count and sleeping arrangements			☐
Prepare guest rooms; clear surfaces and closets			☐
Place fresh sheets and guest towels			☐
Declutter entry and main living areas			☐
Complete cleaning touch-ups in visible zones			☐
Polish silver and special serving pieces			☐
Choose tablecloth, napkins and place settings			☐
Set table; add challah cover, cups and bentchers			☐
Prepare candlesticks or oil cups			☐
Arrange flowers and centerpieces			☐
Bring in packages, bags and outdoor items			☐
Empty garbage and replace liners			☐

Home notes / special guest needs



ZONE 02 • ORGANIZE THE FOOD FLOW

Food, Simanim & Kitchen

Menu + shopping

- [ ] Finalize all four meal menus
- [ ] Build one consolidated shopping list
- [ ] Check pantry, freezer and beverages
- [ ] Clear refrigerator and freezer space
- [ ] Confirm challah and dessert plan

Simanim station

- [ ] Apples and honey
- [ ] Pomegranate
- [ ] Dates, leeks, squash and beets
- [ ] Fish head or family custom
- [ ] Print or place the yehi ratzon cards

Kitchen production plan

Cook / prepare	Storage	Serve at	Done
Soup / starter			☐
Fish			☐
Main dishes			☐
Sides / kugels			☐
Desserts			☐
Simanim plate			☐
Beverages			☐

Close the kitchen: Label food by meal, group serving pieces with each course and leave one clear counter for final assembly.

ZONE 03 • GET EVERYONE READY

Personal & Family

Clothing

- [ ] Outfits for both days
- [ ] Shoes, accessories and outerwear
- [ ] Dry cleaning, tailoring or pressing
- [ ] Children’s pajamas and backups

Personal

- [ ] Haircuts and nails before Yom Tov
- [ ] Bathing and shower schedule
- [ ] Makeup, sheitel and toiletries
- [ ] Medications and vitamins

Children

- [ ] Diapers, bottles and baby needs
- [ ] Machzorim, books and quiet activities
- [ ] Age-appropriate responsibilities
- [ ] Nap and meal expectations

Family command

- [ ] Confirm departure / arrival times
- [ ] Set out everything by person
- [ ] Charge devices before Yom Tov
- [ ] Review the family plan together

Who owns what?

Adult 1 _____

Adult 2 _____

Teen / helper _____

Child helper _____



THE FINAL-HOURS SEQUENCE

Erev Yom Tov Checklist

Candle lighting _____ **Stop-work deadline** _____

Home + Table

- [ ] Clear main rooms and entry
- [ ] Set table and ritual items
- [ ] Prepare guest rooms
- [ ] Empty garbage and bring in outside items

Kitchen + Simanim

- [ ] Assemble and label simanim
- [ ] Finish cooking and clear counters
- [ ] Group each meal by serving order
- [ ] Set ovens, warmers, urns and serving pieces

Yom Tov Setup

- [ ] Record candle-lighting times
- [ ] Prepare matches and long-burning candle
- [ ] Set lights and timers
- [ ] Check refrigerator and appliances
- [ ] Finish cutting, writing and device use

Family Ready

- [ ] Shower, dress and set out children’s clothing
- [ ] Medications, makeup and sheitel
- [ ] Daven Mincha
- [ ] Complete a five-minute house walk-through

Take a breath. Enter Yom Tov with calm and joy.

THE 48-HOUR FLOW

Meals, Ovens & Serving

Meal	Menu / courses	Oven or warming plan	Serving pieces / owner
Night 1			
Day 1			
Night 2			
Day 2			

Oven map

Oven 1 _____

Oven 2 _____

Warming drawer _____

Hot-water urn _____

Serving sequence

First course _____

Main _____

Sides _____

Dessert _____

48-hour rule: Write the second-night plan before Yom Tov begins. Keep all reheating and preparation aligned with your family's halachic practice.

BUILD CALM THROUGH OWNERSHIP

Preparing with Children

LITTLE HELPERS

Match napkins, carry safe items, place name cards, gather toys and count apples.

ELEMENTARY

Set places, stock bathrooms, make beds, assemble guest baskets and check off supplies.

TEENS

Own a zone, prepare clothing, supervise younger helpers, organize beverages and reset counters.

Family assignment board

Name	Job	Deadline	Checked
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐

Make it work

Give one specific job, demonstrate “done,” and check back at a set time. Avoid vague directions like “help clean.”

Protect the atmosphere

Choose connection over perfection. A smaller completed job builds more ownership than a large frustrating one.



A CALM HOME IS NOT A PERFECT HOME

What Really Matters

MUST BE READY

Food for the meals • safe household setup • essential ritual items • basic family needs • candle-lighting plan

HELPFUL IF TIME

Extra decorating • elaborate desserts • deep-cleaning hidden rooms • optional errands • complicated new recipes

LET IT GO

Anything that creates exhaustion, conflict or panic without materially improving Yom Tov.

The 15-minute reset

- [ ] Clear the kitchen sink and one counter
- [ ] Remove visible clutter from the entry and dining room
- [ ] Check table, candles, lights and food settings
- [ ] Gather the family and assign the last three jobs
- [ ] Stop. Breathe. Get dressed.

> “The goal is a prepared home and a present family—not a perfect performance.”

BACKUP SYSTEMS REDUCE PANIC

Plan for the Unexpected

Emergency food

- [ ] Backup meal in freezer
- [ ] Extra challah or matzah
- [ ] Grape juice / wine
- [ ] Soup, protein, side and dessert

Household backup

- [ ] Medications and first-aid basics
- [ ] Batteries and flashlights
- [ ] Guest linens and toiletries
- [ ] Written appliance / timer settings

If the main cook or organizer is unavailable

Person taking the lead _____

Where the menu and food are stored _____

Who handles children / guests _____

What can be simplified immediately _____

Lower-expectations plan: Decide in advance what “good enough” looks like. A simple meal and peaceful home is a successful Yom Tov.



PACK, CLOSE THE HOUSE, LEAVE CALMLY

Traveling for Rosh Hashana

Ritual + timing

- [ ] Candles / tea lights and matches
- [ ] Long-burning candle
- [ ] Grape juice / wine and kiddush cup
- [ ] Challah, salt, machzorim and bentchers

Clothing + personal

- [ ] Outfits, shoes and sleepwear
- [ ] Medications and toiletries
- [ ] Children’s comfort items
- [ ] Host gift and travel documents

Food + serving

- [ ] Food packed by meal
- [ ] Serving pieces and disposables
- [ ] Coolers / ice packs
- [ ] Special dietary needs

Home before leaving

- [ ] Garbage out; perishables handled
- [ ] Lights, timers and appliances set
- [ ] Doors and windows secured
- [ ] Chargers and devices completed before Yom Tov

Departure time _____ **Arrival target** _____ **Host / address** _____

FINAL COMMAND PAGE

Your Calm Yom Tov Snapshot

Candle lighting _____

Guest count _____

Menu status _____

House lead _____

Top three remaining tasks

1 _____

2 _____

3 _____

FINAL CHECK
Table • candles • food settings • lights and timers • family ready

DONE

SORTED & STOCKED

A calmer system for the whole year.

Turn household routines, staff tasks, inventory and recurring preparation into one organized system.

Explore Sorted & Stocked
sortandplace.com/yomtovRH

Book a private walkthrough
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