



GATHER

INTENTIONAL LIVING & EVERYDAY HOSPITALITY

MEAL TIME-PLANNING GUIDE



MEAL TIME-PLANNING GUIDE



Hello! I'm so glad that you are here!

You know what I know deeply? The feeling you get minutes before guests arrive, or the feeling 30 minutes AFTER they arrived when the food still isn't done! It always took away the joy of hosting and time with my guests. I know you know the pain, and I know that so many of you want to avoid it too! We made this tool to help us all get the joy back in cooking while having more time with our guests! Here is how you use this worksheet curated just for YOU

1. Fill in the time that you need dinner ready in the top left hand corner i.e 5:00pm.

2. Down the far left column, starting with dinner time, work backwards in fifteen minute increments i.e 5:00, 4:45, 4:30

3. Then across the top of the table, list everything that you need to prepare for the meal. Under each category write how long each dish takes to prepare (found in your recipe) i.e 1 hour. Moving down one dish column at a time, color in the amount of time it takes to prepare each dish i.e if chicken takes two hours, color in every column until you reach two hours prior, landing you at 3:00. This shows you that you need to start cooking the chicken at 3:00 in order to eat by 5:00. Follow the same instructions for each dish. Also, see the sample menu for more help.

4. Happy cooking! You are capable, skilled, worthy! This gathering is going to be wonderful!

-Kaytly

5:00

equipping hosts with the skills they need to open their doors and fill their tables

MEALS →	Chicken	Cheese Board	Rice	Salad	Infused Water
how long?	4.5 hours	45 min	1 hour	15 min	3 min
4:45	✓	✓	✓	✓	✓
4:30	✓	✓	✓		
4:15	✓	✓	✓		
4:00	✓		✓		
3:45	✓				
3:30	✓				
3:15	✓				
3:00	✓				
2:45	✓				
2:30	✓				
2:15	✓				
2:00	✓				
1:45	✓				
1:30	✓				
1:15	✓				
1:00	✓				
12:45	✓				
12:30	✓				
12:15					
12:00					
11:45					
11:30					
11:15					
11:00					
10:45					
10:30					
right Before					

TIME (count backwards from dinner time) →

SAMPLE MENU



equipping hosts with the skills they need to open their doors and fill their tables

MEALS →

↑
TIME (count backwards from dinner time)
↓

<i>how long?</i>					

TIME PLANNER

