

The Winter Wonderland Office Decor Planner

Plan your desk, snow layers and lights for the office

1. Measure Your Desk or Cubicle

Snow decor looks best when it fits the space without crowding your work. Measure first, then shop.

What to measure	Your number	Why it matters
Desk depth (inches)		A desk tree needs a spot beside the monitor
Cubicle wall height		Garland and clings need clear wall
Window or glass panel size		Clings and hanging snowflakes need flat space
Outlet or USB port nearby?		No outlet means battery lights
Shelf or filing top		Good spot for a snow globe or figurine

2. Pick Your Snow Layers

Layer	Best for	Check
Hanging snowflakes	Cubicle top rail or ceiling tile	Lightweight, clip or tape friendly
Tinsel or snow garland	Desk edge and shelf	Keep away from heat and cords
Faux snow blanket	Desk corner or shelf	Use as a base for small pieces
Light up pieces	Dark corners	Battery or USB only

3. Week by Week Office Plan

When	What I would do	My pick
Thanksgiving week	Measure the desk and order	
Day 1 of December	Snow blanket and desk tree first	
Day 2	Garland and hanging snowflakes	
Day 3	Fairy lights and small figurines	
January	Keep the snow, drop the red and green	

4. Shopping and Budget

Item	Budget	Notes	Done?
Desk tree			
Window clings			
Garland			
Fairy lights			
Spare batteries			
Total			

5. Office Safety Checklist

- Use battery or USB lights only, no flame.
- Keep cords off the floor and out of walkways.
- Keep tinsel and snow blanket away from monitors and power strips.
- Ask before taping to shared walls or glass.
- Turn lights off when you leave.
- Check your office decor rules first.

6. Take Down and Storage Checklist

- Take clings off slowly so they do not tear.
- Remove batteries from lights.
- Shake the snow blanket out and fold it.
- Wrap breakable pieces in a soft cloth.
- Label the box with the year.
- Store it flat, nothing heavy on top.