

PREP SCHEDULE (Example)



Items	P	Day Before: Thursday	P	Day of: Friday Go Time: 7 PM
Laab Hed Yang - Butter lettuce		Slice Mushrooms	2	Sear mushrooms
		Make veg kit	-20	Make the salad
			D	Prep the lettuce
Nam Prik Ong - Rice crackers - Cukes - Carrots		Make the dip	D	Cut the veg & arrange platter
5 Spice Beef Shank - Bok Choy - Tofu	2	Make stew	4	Reheat beef. Keep in sauce in low oven
		Finish remaining sauce	-25	Blanch bok choy -foil to keep warm
		Cut bok choy		
Pla Neung Manao	PM	Make the lime sauce	1	Prep fish for steaming & keep in fridge
			-15	Steam the fish
			7	Chop cilantro, add to sauce
			MO	Buy fish
Gang Ped Gai Yang - Pineapple - Bamboo	1	Marinade chx	3	Reheat curry & Keep in slow cooker
	3	Roast chx	6	Add veg to curry
		Make the curry sauce	5	Add chx to curry
		Make veg kit		
Tua Pad Prik King		Cut the string beans		
		Cut the red bell	-10	Make the dish
Mango Sticky Rice		Make coconut sauce	MO	Make the rice.
		Make the coconut syrup		
	PM	Soak rice		
		Make mung beans		
Rice			-60	Cook rice
Thai Lime Tea			D	Make the tea



How to Use the Prep Schedule:

1. List all items you are planning to serve on the first column. Put items belonging to the same category next to each other, i.e. starters, main courses, side dishes, desserts, and drinks.
2. Under each item, list any components of the dish you may want to note as a reminder for yourself. E.g. If you're putting together a veggies & dip platter, you may want to list all the vegetables you decided on.
3. In the *Day Before* column, think about what can be done ahead of time and list those tasks for each item.
4. In the *Day Of* column, list remaining tasks that need to be done to complete each dish.
5. In the *P* (priority) column in front of the *Day Before* list, mark tasks that need to be done first, second, third... using numbers **1, 2, 3...** For example, if you're making a stew that takes 3 hours to braise, you may want to do that first.
6. Then mark tasks that should be done in the evening with **PM**. For example, you may not want to over marinade something, so you want to do that late in the day.
7. For tasks that can be done any time during the day, leave it blank. You may not need to mark any tasks if they can all be done at any time.
8. In the *P* (priority) column for the *Day Of* list, mark any tasks that need to be done first thing in the morning with **MO** (morning of), such as buying fresh seafood. Then think about which tasks are easy enough to be delegated to someone who is helping you. (Someone *is* helping you, right?) Mark them with **D** (delegate).
9. Then think about which of the remaining tasks should/can be done first, second, third.... and mark them with **1, 2, 3...** For example, the mushrooms for the salad don't need to be served hot, so they can be cooked earlier and set aside for later assembly.
10. Then think about which tasks need to be done close to serving time, and mark them with "minus go time." For example, if the fish needs 10 minutes to cook and it needs to be served as soon as it's done, mark the task "Steam the fish" with **-15**, which means: Start steaming the fish 15 minutes to go time, which includes a 5 minute margin of error. This is why it's important **NOT** to have too many dishes that need to be served immediately.
11. You may wish to cross off items on the list as you finish them!

Note: You may find that once you've put the time into thinking about the priorities of "Day Of" tasks, you won't even have to refer to the list as you're cooking because it will have been internalized into your brain!

P = Priority; LM = Last Minute; PM = Do in the PM; -XX = XX minutes till go time; D: Delegate; MO = Morning of

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