# One-Year Downsizing Plan

**Month 1: Paper and Plastic Clutter**

- ☐ Save or scan important documents, mementos and paper records.
- ☐ Reduce books to a bare minimum; purge outdated magazines and stop subscriptions.
- ☐ Eliminate all DVDs, CDs and VHS tapes for content now available electronically.
- ☐ Make a plan for scanning/digitizing photos and preserving sentimental collections.

**Month 2: Small Spaces**

- ☐ Start sorting small storage spaces: closets, bathrooms, side tables, bookshelves and junk drawers.
- ☐ Assess clothing, shoes, handbags and hats, eliminating anything you haven't worn in 2 years.
- ☐ Reduce linens, towels, blankets and pillows to only what's needed.
- ☐ Collect all of your cleaning products in one place; try to use them all without buying more.
- ☐ Go through drawers and medicine cabinets for unused items. Never flush or throw away medications; check with your local government for safe disposal options.

**Month 3: Attic, Basement, and Hobby Areas**

- ☐ Recycle unused or broken housewares and anything with a plug: appliances and electronics.
- ☐ Assess any "inherited" items you've been keeping in storage. Will you continue to store them?
- ☐ Assess abandoned projects. Dispose of unused household and hobby materials and supplies.
- ☐ Pare down holiday decorations considerably. Offer decorations to the family at the holidays.

**Month 4: Collections and Memorabilia**

- ☐ Determine how much space you want to dedicate to collections in your new home.
- ☐ Get appraisals for valuable items; consult with auction house or estate sale company if necessary.
- ☐ Designate items to give to friends and family members. Set a deadline for adult children to remove their belongings from the house.

**Month 5: Kitchen and Pantry**

- ☐ Declutter your kitchen and reduce tools, appliances, cookware, and entertaining items.
- ☐ Eliminate florists' vases, extra coffee mugs, silver plated items, china, and storage items.

**Month 6 Repairs and Upgrades**

- ☐ Determine repairs and/or upgrades that will be necessary to sell the property.
- ☐ Perform a pre-listing home inspection if necessary.
- ☐ Start getting estimates for the necessary repairs or upgrades to your property.
- ☐ Make a "retreat" room in your house where you can relax during the next several months.

Your Langley SRES® (Seniors Real Estate Specialist)

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**Month 7: Furniture**

- [ ] Determine what furniture will go with you to your next space and what will not.
- [ ] Measure your furniture and create a floor plan for your next home.
- [ ] Work with your Realtor to determine the furniture that may be needed for staging.
- [ ] Make decisions about upgrades and repairs; hire qualified vendors to complete the work.

**Month 8 Garage, Shed, or Outdoor Areas**

- [ ] Eliminate unneeded camping, sports, exercise, or recreational equipment.
- [ ] Make a small toolbox of necessary tools and hardware, donate the rest.
- [ ] Arrange for pickup of outdoor equipment, machines, and tools.
- [ ] Identify unneeded household chemicals and arrange for responsible disposal.

**Month 9: Plan Your Move**

- [ ] Select a trustworthy and dependable mover; schedule your move.
- [ ] Hire an experienced move manager to make a detailed plan for your move.
- [ ] Complete any outdoor or landscaping projects.
- [ ] Make sure everything you're giving to friends and family has been scheduled for pickup.

**Month 10: Final Decluttering**

- [ ] Go back through closets, offices, hobby areas looking for things you won't need.
- [ ] Finish attic, basement, garage, and outdoor areas.
- [ ] Separate out your best clothing, keep only what fits and flatters.
- [ ] Finish decluttering bedrooms and common areas.
- [ ] Finish all donation drop-offs or pickups; complete estate sale or auction if necessary.

**Month 11: Final Preparations**

- [ ] Revisit your list of repairs and upgrades; make the final list of projects still needing attention.
- [ ] Make a plan for decorative items, art, and lighting for your new home.
- [ ] Select and/or order new furnishings, appliances, and housewares if needed for your next place.
- [ ] Continue to reduce the food in your kitchen, pantry, and freezer.
- [ ] Begin packing items you want to take to your next home.

**Month 12: Complete Your Move**

- [ ] Assess repairs and upgrades, make sure everything has been completed.
  Check all schedules and tasks with move manager.
- [ ] Schedule one last visit from the junk removal company if necessary.
- [ ] Make your moving day plans and your "open first" items.
- [ ] Prepare for sale or work with a moving and storage
- [ ] professional to pack your belongings and complete your move.

ROYAL LEPAGE
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