

# Decluttering & Downsizing Checklist Your Rightsizing Journey Starts Here!

Name: \_\_\_\_\_ Date Started: \_\_\_\_\_

**Goal:** Create space for freedom, less stress, and your next chapter.

**Key Rules:**

**2-Year Rule:** Haven't used it in 2 years? Let it go (seasonal items get a grace period).

**Quick Wins:** Start small for momentum.

**Categories:** Trash, Donate/Sell, Relocate, Keep (only what adds joy/ease/function).

**Celebrate:** Check off items and reward yourself!

## **Kitchen (Start Here – Visible Daily Wins!)**

- ☐ Clean out fridge/pantry: Toss expired foods, old condiments, mystery leftovers.
- ☐ Purge duplicates: Extra mugs, lidless containers, unused gadgets (muffin tins, Bundt pans).
- ☐ Declutter counters/drawers: Old manuals, junk mail piles, extra utensils.
- ☐ Holiday/seasonal: Old lights (replace with LEDs), unused bakeware.
- ☐ Quick tip: If it doesn't spark ease or get used often → "Nope" list!

**Progress Notes:** \_\_\_\_\_

**Living/Family Room** ☐ Surfaces & shelves: Remove excess decor, old magazines, unused remotes.

- ☐ Media/electronics: Old DVDs, cords for defunct devices, extra throw pillows.
- ☐ Furniture extras: Side tables or chairs that crowd space.
- ☐ Sentimental: Photo frames – digitize extras, keep favorites.
- ☐ Quick tip: One in, one out rule starts here!

**Progress Notes:** \_\_\_\_\_

**Bedroom & Closet** ☐ Clothing: Items not worn in 2 years, ill-fitting, or "aspirational."

- ☐ Bedside/nightstand: Old books, chargers, unused lotions.
- ☐ Under-bed/drawers: Linens, blankets – keep only what fits your current needs.
- ☐ Jewelry/accessories: Broken pieces, duplicates.
- ☐ Quick tip: Gift or donate what family might love – do it now!

**Progress Notes:** \_\_\_\_\_



**Bathroom** ☐ **Medicine cabinet:** Expired meds, old makeup, half-used products.

☐ **Towels/linens:** Frayed or excess sets.

☐ **Under sink:** Old cleaners, extra toiletries.

☐ **Quick tip:** 20-minute timer – quick purge builds momentum.

**Progress Notes:** \_\_\_\_\_

**Home Office/Papers** ☐ **Desk drawers:** Old pens, papers, cables.

☐ **Files:** Shred outdated docs, digitize important ones.

☐ **Sentimental papers:** Scan photos/keepsakes, give originals to family.

☐ **Quick tip:** Emotional items? Gift now while you can share stories.

**Progress Notes:** \_\_\_\_\_

**Garage/Basement/Attic (Big Stuff Last!)** ☐ **Tools/equipment:** Duplicates, broken items, unused sports gear.

☐ **Holiday decorations:** Old lights/ornaments (replace as needed).

☐ **Boxes/storage:** "Good" boxes/bags, old furniture.

☐ **Quick tip:** Sell big items for cash boost toward rightsizing.

**Progress Notes:** \_\_\_\_\_

**Downsizing Bonus Section (Prep for Your Next Move)** ☐ **Measure new space/floor plan:** Prioritize keepers that fit.

☐ **Sentimental heirlooms:** Gift to family NOW (china, keepsakes, trophies).

☐ **Tax perk reminder:** Check IRS exclusion (\$250K single/\$500K married) – talk to advisor.

☐ **Sell/donate plan:** List items for Marketplace, charities, or estate sale.

☐ **Emotional check-in:** Journal how lighter space will feel.

**Progress Notes:** \_\_\_\_\_

**Maintenance Tips for 2026 & Beyond**

**Daily:** 10-20 min tidy-up.

**One in, one out:** New item? Release an old one.

**Use clear bins for storage** – see what's inside!

**Celebrate milestones:** Empty room? Treat yourself!