

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Files: Shred outdated docs, digitize important ones.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!