

How to Downsize



Follow these steps to sort your belongings and downsize into a smaller home.

Phase One: Prepare and Plan

- **Decide where you're moving!**
- Set a downsizing **budget**.
- Get your **legal** ducks in a row.
- Locate and preserve your **vital documents**.
- Obtain a **to-scale drawing** of your next place.
- Hire a **professional organizer, move manager** or **downsizing concierge** to guide and oversee your project.

Phase Two: Preserve Your Personal History

- Determine available space for **collections**, prized possessions and memorabilia in your new space.
- Organize and digitize **photos and videos**.
- Preserve **artifacts** and **mementos** that tell your **personal story**.
- Designate items to give to **friends and family** members.

Phase Three: Select Furnishings And Accessories

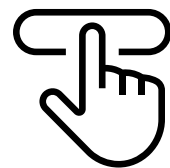
- Complete a detailed **space plan** and determine **furniture placement** for your next place.
- Choose **accessories, art and decorative items** to take with you.
- Choose your most-used **kitchen** equipment.
- Select **glassware, dishes, entertaining** and display pieces to take with you.
- Purchase **additional furnishings** if needed.

PROS WE KNOW:

Daily Money Manager
Trust or Estate Attorney
Professional Organizer
Downsizing Concierge
Professional Organizer
Senior Move Manager

Photo / Video Specialist
Professional Organizer
Digitization Specialists

Professional Organizer
Interior Designer

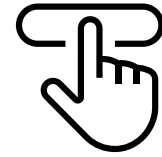


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Phase Four: Select Belongings

- Make a first pass at your clothing, shoes, and accessories.
- Visit closets, drawers and cabinets, looking for **essential items**.
- Select supplies and gear for **hobbies, interests** and **recreation**.
- Select luggage and other travel gear.
- Identify your favorite **holiday decorations**.
- Choose necessary **tools** and **housewares**

Professional Organizer
Interior Designer



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3-4 Months Before You Move:

- Select an **experienced Realtor®** to work with your downsizing team.
- Determine necessary repairs or upgrades to your property.
- Determine strategy for marketing and selling your property.

Your choice of Realtor® matters! Allow us to recommend qualified real estate pros who understand the downsizing process. [Learn More](#) about how Downsizing Specialist and HomeTransitionPros.com founder **Anna Novak** can help.

Phase Five: Finalize Decisions

- Finalize your **wardrobe**, keeping only what fits and flatters.
- Determine all **personal care items you need to take with you**.
- Designate items for donation, auction, and private sale.
- Arrange for **short-term storage** if necessary for your home sale or clear-out plans.
- Schedule a **moving estimate**, including quotes for packing and unpacking.
- Finalize **projects needing attention**.
- Finalize your **moving day plan** and arrangements.

Professional Organizer
Storage Solutions
Mover
Appraiser
Estate Liquidator
Storage Solutions
Move Manager

*Referrals to our national network of real estate specialists are made upon request. Anna Novak is a Realtor licensed in Virginia. Her broker of record is Keller Williams Realty Metro Center 2111 Wilson Blvd Suite 1050, Arlington, VA 22201.

Phase Six: Pack, Move, Unpack

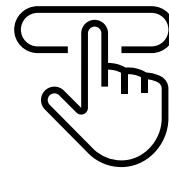
- Consolidate all **critical belongings** (documents, medicine, jewelry, precious items) together before move day.
- Complete **packing, moving, unpacking** with your move team and move manager.
- Complete **settle-in services** including picture hanging, television setup, etc.

Mover
Move Manager
Professional Organizer
Interior Designer

After the Move:

- Finalize **estate liquidation** or **clear-out service** for everything that didn't make the trip.
- Schedule **deep-cleaning** of your entire home.
- Proceed with your plans to **sell your property**.
- Completely **empty your home** of unneeded belongings.

Estate Liquidator
Auction House
Consignment Store
Donation Center
Junk Removal
Cleaning Service



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NOTES:
