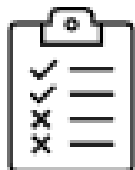




# WHOLE HOME DECLUTTER! PLANNER & CHECKLIST



- ✓ CHECK OFF ITEMS AS YOU MAKE PROGRESS
- ✓ **ORANGE TASKS** ARE IMPORTANT FOR HOME SELLERS

START DATE: \_\_\_\_\_

TARGET COMPLETION DATE: \_\_\_\_\_

## MAIN ENTRANCE

- ✓ **CLOSET—HANGING ITEMS** (Date)
- ✓ **CLOSET—SHELF**
- ✓ **CLOSET—FLOOR AREA**
- ✓ **DROP ZONE**
- ✓ (Other—describe)

## SECONDARY ENTRANCE / MUDROOM

- ✓ **CLOSET or CUBBIES—HANGING** (Date)
- ✓ **OPEN SHELVES**
- ✓ **FLOOR AREA**
- ✓ **DROP ZONE**
- ✓ (Other—describe)

## MAIN FLOOR POWDER ROOM

- ✓ **VANITY INTERIOR** (Date)
- ✓ **MEDICINE CABINET**
- ✓ **COUNTERTOP**
- ✓ **OPEN SHELVES**
- ✓ (Other—describe)

## LINEN CLOSET

- ✓ **SHELF 1—TOP** (Date)
- ✓ **SHELF 2**
- ✓ **SHELF 3**
- ✓ **SHELF 4**
- ✓ **SHELF 5**
- ✓ **FLOOR (BASKETS, ETC.)**
- ✓ (Other—describe)

## LAUNDRY ROOM

- ✓ **TOP OF MACHINES** (Date)
- ✓ **COUNTERTOP SURFACES**
- ✓ **OPEN SHELVES**
- ✓ **CLOSED SHELVES**
- ✓ **CLOSED CABINETS**
- ✓ **MACHINE PEDESTAL DRAWERS**
- ✓ (Other—describe)

## OFFICE

- ✓ **HORIZONTAL SURFACES** (Date)
- ✓ **OPEN SHELVES**
- ✓ **DESK DRAWERS**
- ✓ **FILING / CLOSED CABINETS**
- ✓ (Other—describe)



**WHOLE HOME  
DECLUTTER!  
YOU'VE  
GOT THIS!**



### LIVING / FAMILY ROOM or DEN

- ✓ **HORIZONTAL SURFACES - COFFEE or END TABLES / CABINETS** (Date)
- ✓ **DISPLAY SHELVEING / BOOKCASES**
- ✓ **CLOSED STORAGE / CABINETS**
- ✓ **THROWS / BLANKETS / PILLOWS**
- ✓ **ALL ITEMS HAVE A SPECIFIC PLACE WHERE THEY BELONG?**
- ✓ **SUFFICIENT SPACE FOR EACH PIECE OF FURNITURE?**
- ✓ (Other—describe)

### DINING ROOM

- ✓ **TABLE SURFACE** (Date)
- ✓ **BUFFET SURFACE**
- ✓ **BUFFET INTERIOR STORAGE**
- ✓ **CHINA CABINET— OPEN or GLASS**
- ✓ **CHINA CABINET—CLOSED**
- ✓ **BAR or TEA CART SURFACES**
- ✓ **SUFFICIENT SPACE FOR EACH CHAIR?**
- ✓ (Other—describe)

### BREAKFAST NOOK / EAT-IN AREA

- ✓ **TABLE SURFACE** (Date)
- ✓ **BUILT-IN CABINETS / STORAGE**
- ✓ **OPEN SHELVES**
- ✓ **FREE-STANDING CABINETS / STORAGE**
- ✓ (Other—describe)

### KITCHEN

- ✓ **COUNTER TOP SURFACE** (Date)
- ✓ **UPPER CABINETS / SHELVES**
  - UPPER 1
  - UPPER 2
  - UPPER 3 (ADD AS REQUIRED)
- ✓ **LOWER CABINETS / SHELVES**
  - LOWER 1
  - LOWER 2
  - LOWER 3 (ADD AS REQUIRED)
- ✓ **KITCHEN ISLAND SURFACE**
- ✓ **ISLAND CABINETS / SHELVES**
- ✓ (Other—describe)

### PANTRY / BUTLER'S PANTRY

- ✓ **EXPIRED or SPOILED FOOD** (Date)
- ✓ **EXCESS FOOD ITEMS**
- ✓ **UNUSED / DUPLICATE SMALL APPLIANCES / DISHES / PLATTERS**
- ✓ (Other—describe)

### REFRIGERATOR / FREEZER

- ✓ **TOP of FRIDGE or FREEZER** (Date)
- ✓ **EXPIRED or SPOILING FOOD**
- ✓ **FOOD WITH FREEZER BURN**
- ✓ **DUPLICATE CONDIMENTS / TAKE-OUT PACKETS**
- ✓ (Other—describe)



WHOLE HOME  
DECLUTTER!  
YOU'VE  
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### PRIMARY SUITE BEDROOM

- ✓ **BEDSIDE TABLE #1—SURFACE** (Date)
- ✓ **BEDSIDE TABLE #1—INTERIOR**
- ✓ **BEDSIDE TABLE #2—SURFACE**
- ✓ **BEDSIDE TABLE #2—INTERIOR**
- ✓ **DRESSER #1—SURFACE**
- ✓ **DRESSER #1—INTERIOR**
- ✓ **DRESSER #2—SURFACE**
- ✓ **DRESSER #2—INTERIOR**
- ✓ **CLOSET #1—OVERHEAD SHELVES**
- ✓ **CLOSET #1—FLOOR AREA**
- ✓ **CLOSET #1—HANGING CLOTHING**
- ✓ **CLOSET #2—OVERHEAD SHELVES**
- ✓ **CLOSET #2—FLOOR AREA**
- ✓ **CLOSET #2—HANGING CLOTHING**
- ✓ **UNDER BED STORAGE**
- ✓ (Other—describe)

### “EASY TO FORGET” AREAS

- ✓ **UTILITY ROOM** (Date)
- ✓ **STORAGE ROOM**
- ✓ **UNDER STAIRS STORAGE AREA**
- ✓ **GARAGE / OUTDOOR SHEDS**
- ✓ **OFF-SITE STORAGE LOCKER**
- ✓ **STUFF YOU LEFT AT YOUR MOM'S PLACE (You know who you are!)** Yesterday!!!
- ✓ (Other—describe)

### BEDROOMS 2, 3, 4

- ✓ ✓ ✓ **BEDSIDE TABLE —SURFACE** (Date)
- ✓ ✓ ✓ **BEDSIDE TABLE —INTERIOR**
- ✓ ✓ ✓ **DRESSER —SURFACE**
- ✓ ✓ ✓ **DRESSER —INTERIOR**
- ✓ ✓ ✓ **CLOSET —OVERHEAD SHELVES**
- ✓ ✓ ✓ **CLOSET —FLOOR AREA**
- ✓ ✓ ✓ **CLOSET —HANGING CLOTHING**
- ✓ ✓ ✓ **UNDERBED STORAGE**
- ✓ ✓ ✓ (Other—describe)

### MAIN & ENSUITE BATHROOMS

- ✓ ✓ **COUNTER TOP SURFACES** (Date)
- ✓ ✓ **MEDICINE CABINET**
- ✓ ✓ **BATHROOM CABINET DRAWERS**
- ✓ ✓ **OPEN CABINET SHELVES**
- ✓ ✓ **CLOSED CABINET SHELVES**
- ✓ ✓ **FLOOR AREA—BASKETS, ETC.**
- ✓ ✓ **PRODUCTS IN BATH / SHOWER**
- ✓ ✓ **ROBE HOOKS—BACK OF DOOR**
- ✓ ✓ (Other—describe)

### SENTIMENTAL ITEMS

- ✓ **GOING THROUGH YOUR DECLUTTERING PROCESS, GIVE YOURSELF PERMISSION TO “SKIP” ITEMS OR WHOLE CATEGORIES (photographs, cards/letters, etc.) OF ITEMS THAT GET YOU RIGHT IN THE FEELS.**
- YOU’RE NOT COMPLETELY OFF THE HOOK ... KEEP A LIST OF THINGS YOU HAVE TO REVISIT, THEN DO!**



## WHOLE HOME DECLUTTER! PLANNER & CHECKLIST



### HOW to USE THIS PLANNER / CHECKLIST:

- **Customize the list to suit your space and your availability.** Break down too-big tasks into smaller ones you can tackle quickly.
- **Start with an easy, small area.** Try the front entry or a powder room. Seeing immediate progress helps you gain confidence.
- **Declutter at least one thing every day from start to finish.** If you have 10 free minutes, pick a task you can finish in 5 minutes, making sure you complete it in one go. You'll never end up with a bigger mess than before you started and can cross it off!
- **Use opaque garbage bags** for trash. You can't see inside and won't be tempted to second-guess your decisions.
- **Use donatable boxes** to pack items you're giving away. Close and seal donation bags and boxes right away. Put them by the front door or right into your car and drop them off as soon as possible. Again, no second-guessing!
- **If an item pulls at your heart strings,** recognize that it's normal to feel emotionally attached to some items. Set aside those sentimental items until you are well-practiced at decision-making. Tackle a different task today.
- **When you can't decide about an everyday item,** ask yourself: "What is keeping me from deciding? What needs to happen so I can?" If you need to consult with a family member before donating an item, make that call now – that's progress too.
- **Ask, "What action today will my future self thank me for?"** Group similar items so you notice duplicates, then choose your favourite to keep and donate the rest. Enlist the help of a friend or professional if you are truly stuck.
- **Be honest with yourself.** Are you holding on to something that requires repair, mending or hand-washing, but you haven't been able to commit to doing what's necessary? Face it: you aren't going to. Let them go. Ditto with items you're keeping "just in case" or that might fit again someday. If they're in good shape, let someone else enjoy them.
- **Focus on Progress, not Perfection.** Are you spending less time trying to find missing items? Is it easier to cook in your decluttered kitchen? Are you simply enjoying being at home more? Celebrate your progress!
- **Finished decluttering everything?** Clutter doesn't just magically appear – we bring it home! To make sure it doesn't build up again, make a Plan to develop a continuous decluttering lifestyle.

### NOTES for HOME SELLERS:

- **What is your target completion date?** Everything needs to be done before the scheduled deep-cleaning, which needs to be done before the stager works their magic, which needs to be done before the photographer arrives. Working backwards from those dates, assign a date to each list task.
- **Stagers often advise homeowners to remove about half of their belongings,** moving them to temporary off-site storage. This is not a reflection on you or your furniture! Rest assured, the way you live in your home is one thing, the way you sell it is another.
- **Focus on the items in orange that matter most for listing photos and video.** Today's buyers decide which homes they'll visit based on the online listing, so be aware that the visual assets included have a huge impact on how well your home shows and sells. Recent changes in buyers' attitude towards Open Houses may be here to stay, with some real estate professionals saying they have abandoned the Open House concept entirely, making the listing photos even more crucial.
- **Remember: potential buyers inspect everything** – especially the principal bedroom closet, front entry closet, kitchen cabinets and even appliances if they are included with the sale. They aren't being nosy; they want to see if their belongings will fit in the available space. If your stuff is crammed in, they'll subconsciously think the home doesn't have enough storage. A good rule of thumb is if it's built-in, it needs to be decluttered and cleaned, inside and out.
- **Finished with all the orange tasks? Hurray! Celebrate!** Now do your future self a favour and continue with the decluttering process. There will be less 'stuff' for you to pack and move, then unpack and find a place for in your new home. Imagine how wonderful it will feel to have a tidy, organized new space with no excess clutter after your moving day!
- **Be realistic.** If you have a very cluttered home and a very tight deadline, ask for help from family, friends, or hire professionals.