

Sutton



**60 Day
Downsize**

Week 1: Preparing & Planning

Day 1

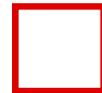


Define Your Downsizing Goals

- List top reasons for downsizing
- Visualize your ideal new space
- Write down your “must-haves” and “let-go’s”



Day 2



Set Your Timeline

- Mark important dates (move, listing, closing) on a calendar
- Block out daily time for downsizing
- Communicate your plan with household members

Day 3



Gather Supplies

- Purchase boxes, packing tape, markers, bubble wrap
- Gather trash bags, donation bins, and cleaning supplies
- Download/print labels



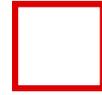
You Name It, Darby Does It. In less than 2 weeks you could be ready to downsize, FREE.

Book Your Downsizing Call Here: www.Darbyhiles.ca

Week 1: Preparing & Planning



Day 4



Create a Room Inventory

- Walk through your home, making a list of every room and major area
- Note "problem zones" (cluttered closets, garages, etc.)
- Estimate time needed for each area

Day 5

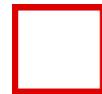


Take "Before" Photos

- Photograph each room and closet
- Create a digital folder for documentation and memories



Day 6



Notify Family & Recruit Help

- Share your timeline and ask for help on key days
- Schedule assistance for heavy lifting or sorting sentimental items

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Day 7

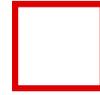


Build a Moving Binder/Folder

- Set up a physical or digital binder for receipts, contracts, checklists
- Add important contacts (realtor, movers, donation centers)



Day 8



Gather All Paperwork

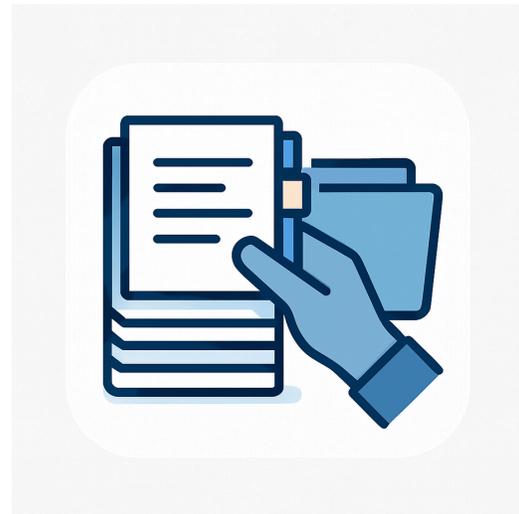
- Collect documents from drawers, files, and boxes
- Pile into one sorting location

Day 9

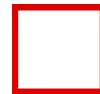


Sort Important Documents

- Create "keep," "shred," "recycle" piles
- Sort vital records
(birth certificates, deeds, medical, insurance)



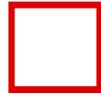
Day 10



Shred & Recycle

- Shred outdated or sensitive papers
- Recycle non-sensitive papers

Day 11

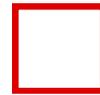


Organize Kept Documents

- Place essentials in labeled folders
- Store in a fireproof box or binder



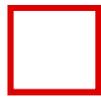
Day 12



Digital Declutter – Files

- Back up important computer files and photos
- Organize folders on your devices
- Upload files to cloud storage

Day 13



Digital Declutter – Subscriptions/Accounts

- List and cancel unused subscriptions
- Update your address on important accounts or make note of accounts you'll need to change when you move



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Week 2: Paperwork & Digital Declutter



Day 14



Digital Declutter – Photos & Contacts

- Delete duplicates, back up photos
- Organize contact lists and update information

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Day 15

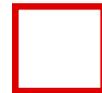


Pantry Purge

- Toss expired food
- Donate unopened, unneeded items



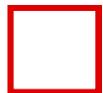
Day 16



Small Appliances

- Test and clean appliances
- Donate/sell those unused in the past year

Day 17



Pots, Pans, and Bakeware

- Keep only essentials
- Donate duplicates and specialty items

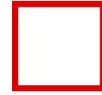


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Day 18



Dishes & Glassware

- Keep everyday sets plus a few extras
- Donate or gift the rest

Day 19

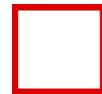


Utensils & Gadgets

- Remove duplicates and rarely used gadgets
- Organize remaining items



Day 20



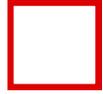
Fridge & Freezer

- Toss expired and freezer-burned foods
- Wipe down shelves and bins

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Day 21

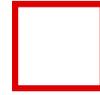


Deep Clean Kitchen

- Wipe cabinets, counters, appliances
- Clean sink, floor, and backsplash



Day 22



Books & Magazines

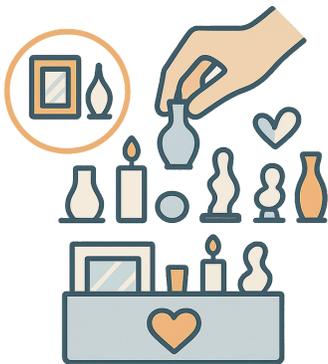
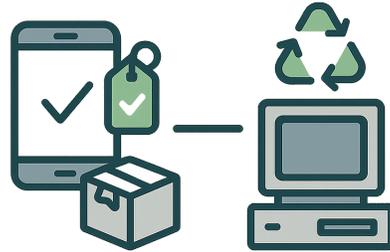
- Keep favorites, donate/sell the rest
- Recycle old magazines/newspapers

Day 23

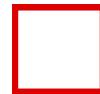


Media & Electronics

- Test, label, and pack necessary devices
- Recycle outdated electronics



Day 24



Decorative Items

- Select a few favorites for new space
- Pack, donate, or gift the rest

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Day 25

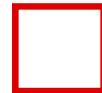


Furniture Assessment

- Measure pieces for new home
- Decide what to sell, donate, or move



Day 26



Lamps, Rugs, and Accessories

- Keep essentials; donate or sell extras

Day 27



Dining Room China & Serving Ware

- Keep items used regularly or with sentimental value
- Pass down, sell, or donate others



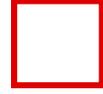
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Week 4: Living & Dining Areas



Day 28



Deep Clean Living & Dining Rooms

- Dust, vacuum, mop
- Clean upholstery, windows, and light fixtures

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Day 29

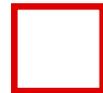


Clothes – First Pass

- Sort by season and type
- Remove items not worn in a year



Day 30



Shoes & Accessories

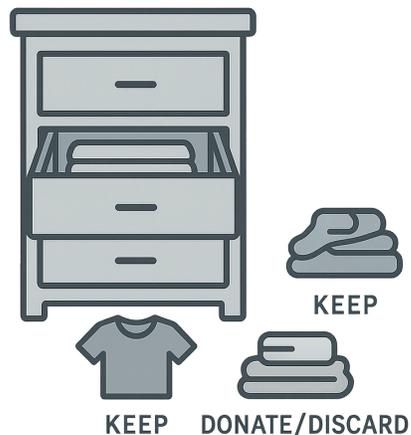
- Keep favorites, donate the rest
- Organize remaining items

Day 31



Drawers & Dressers

- Empty, sort, and repack essentials only

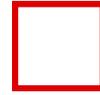


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Day 32



Closet Declutter

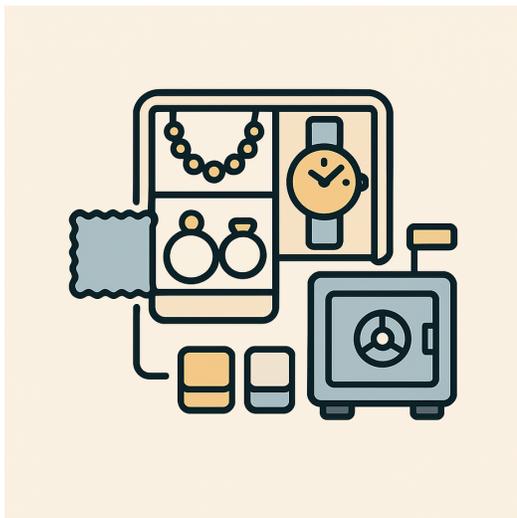
- Remove and bag up donations
- Organize keepers by type

Day 33

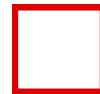


Jewelry & Valuables

- Sort, clean, and pack securely
- Set aside items to sell or pass down



Day 34



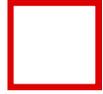
Linens & Bedding

- Keep two sets per bed
- Donate extras

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Day 35



Deep Clean Bedrooms

- Dust, vacuum, mop
- Wipe down furniture and baseboards

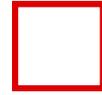
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Week 6: Bathrooms & Laundry



Day 36



Medicine Cabinet

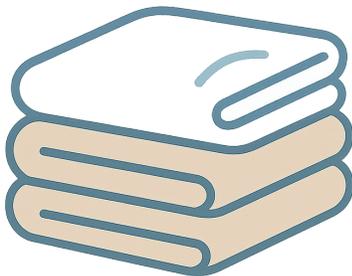
- Toss expired medications (take to pharmacy if required)
- Organize and label remaining items

Day 37

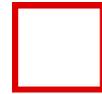


Vanity & Drawers

- Dispose of old makeup, toiletries
- Wipe and organize drawers



Day 38



Towels & Linens

- Keep two sets per person
- Donate worn or extra towels

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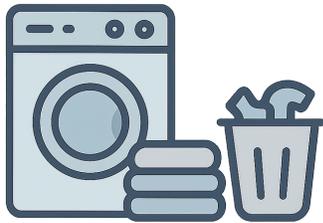
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Day 39

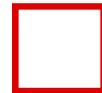


Cleaning Supplies

- Toss empty or old products
- Pack only essentials



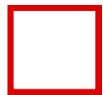
Day 40



Laundry Room – Declutter

- Remove unused or duplicate products
- Clean machines and shelves

Day 41



Laundry Room – Organize

- Sort detergents, baskets, and supplies
- Create labeled bins for small items



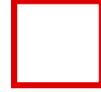
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Week 6: Bathrooms & Laundry



Day 42



Deep Clean Bathrooms & Laundry

- Scrub sinks, tubs, toilets, floors
- Wash shower curtains and bath mats

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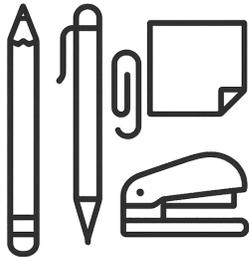
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Day 43

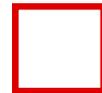


Office Paperwork

- Do another pass for excess documents
- Digitally store what you can



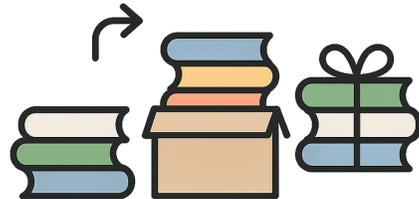
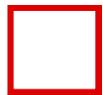
Day 44



Office Supplies

- Keep only what you'll use
- Donate or recycle extras

Day 45



Books, Files, & Manuals

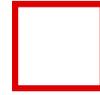
- Sort and pack essentials
- Recycle or donate the rest

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Day 46



Hobby/Craft Supplies

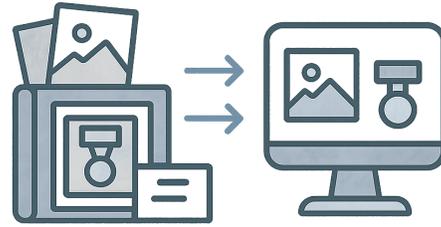
- Sort by project; keep only what fits your new lifestyle
- Donate or gift excess materials

Day 47

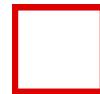


Memorabilia & Photos

- Sort through keepsakes
- Digitize or photograph items you won't keep



Day 48



Holiday & Seasonal Décor

- Keep favorites, donate or toss the rest
- Label and pack by holiday

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Day 49



Deep Clean Office, Hobby, and Storage Rooms

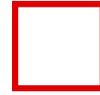
- Dust, vacuum, mop
- Organize remaining items for packing

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Day 50



Tools & Hardware

- Test and sort by use
- Keep only what's needed in new home

Day 51

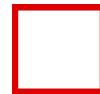


Sports & Outdoor Gear

- Sort by current hobbies
- Donate or sell unused items



Day 52



Automotive Supplies

- Safely dispose of chemicals/oil
- Organize and pack essentials

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Day 53

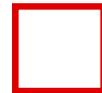


Lawn & Garden Equipment

- Clean and service items
- Sell or donate what you won't need



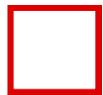
Day 54



Storage Bins & Miscellaneous

- Open, sort, and purge
- Consolidate sentimental items

Day 55



Outdoor Furniture & Décor

- Clean and assess condition
- Sell, donate, or pack for the move

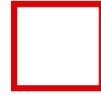


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Day 56



Deep Clean Garage, Basement, Attic, and Outdoor

- Sweep, mop, and clear cobwebs
- Organize trash/junk for pickup

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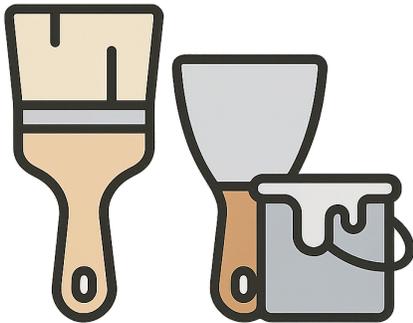
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Day 57

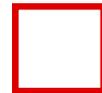


Small Repairs

- Patch holes, touch up paint
- Fix leaky faucets, squeaky doors



Day 58



Final Donation & Junk Removal

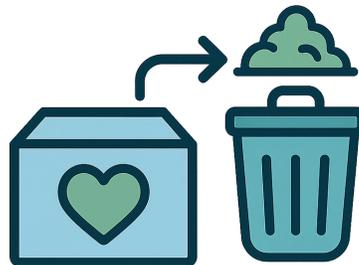
- Schedule final donation pickups
- Arrange for junk hauler

Day 59



Utility Transfers & Address Change

- Schedule utility shut-off/start dates
- Update address with USPS, banks, subscriptions (Document what you need to change and how so that when your home is sold it is easy and clear)

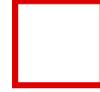


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Day 60



Final Walkthrough & Celebrate

- Inspect every room, closet, and drawer
- Take "after" photos
- Toast to your accomplishment and your next chapter!

Tips for Success

- Double up days if you miss one, or use weekends as catch-up.
- Adjust categories or sequence to fit your home's unique needs.
- Celebrate milestones at the end of each week to stay motivated!
- Simply hire us and we will cover all of the costs and have professionals do all of the work on your behalf.

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