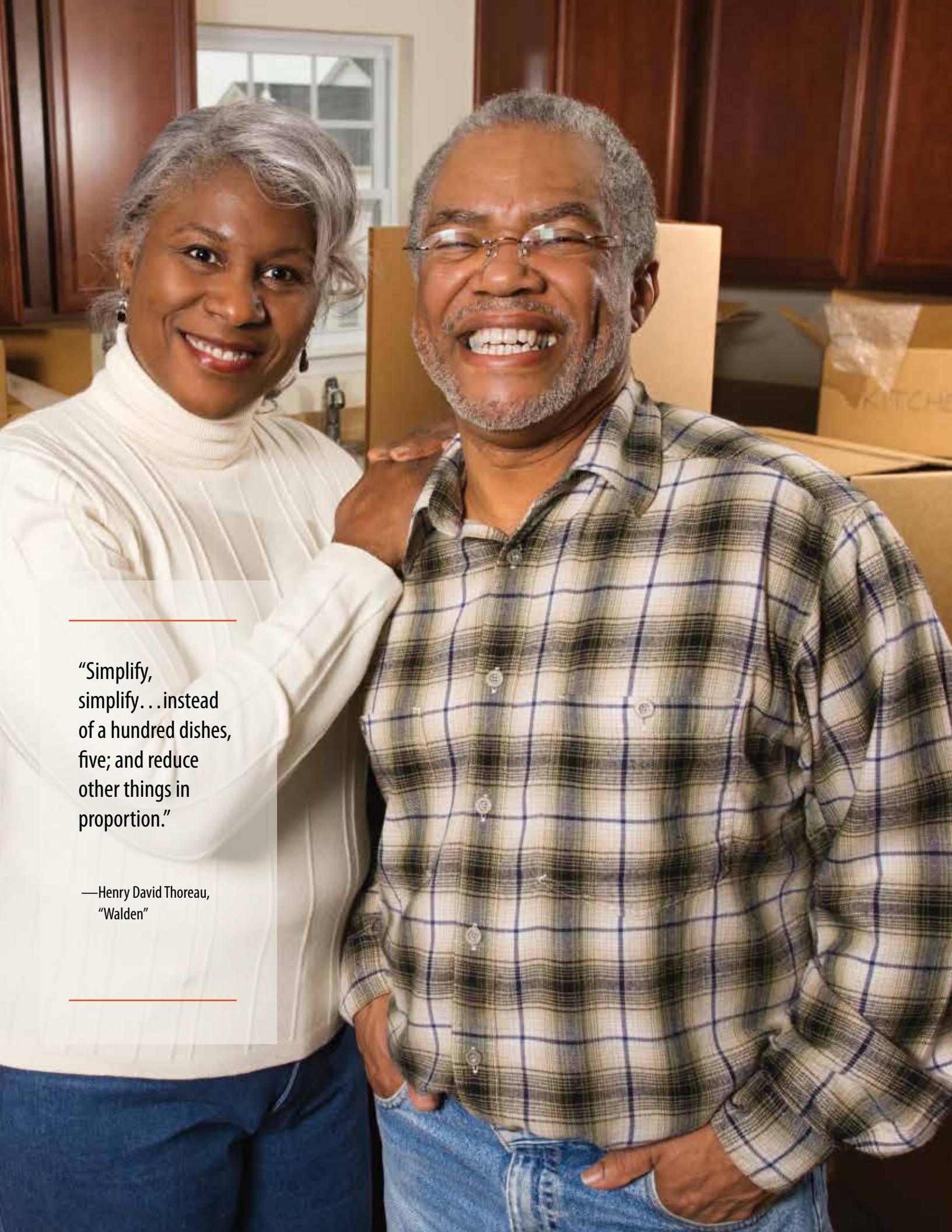


Compliments of



GUIDE TO DOWNSIZING

What Stays, What Goes, and How to Do It



“Simplify,
simplify. . . instead
of a hundred dishes,
five; and reduce
other things in
proportion.”

—Henry David Thoreau,
“Walden”

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GUIDE TO DOWNSIZING: What Stays, What Goes, and How to Do It

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How to Simplify: An Introduction

Deciding to move isn't easy, nor is all the work that goes into it, but you're not alone. In addition to calling upon family members or friends, there are professionals who can help you with every aspect of moving and downsizing. These include packing experts, organizers, interior designers, senior move managers, and real estate agents who specialize in this area.

As you prepare to downsize and move into smaller quarters, you need to help your home shed some excess baggage. Keep in mind that you've spent a lifetime accumulating your belongings, so going through them takes time. As with dieting, it's best to set attainable goals and work toward achieving them each day. Try your best to be honest with yourself, keep a positive attitude, and look forward to making a fresh start in a de-cluttered space.

Springpoint, a nationally recognized nonprofit senior living provider with a legacy of over 100 years serving the Mid-Atlantic region, has created this workbook to serve as a resource as you begin the process of downsizing. Use it to record measurements for your new space, assess your storage options, pre-arrange your furniture using floor plan templates, maintain a list of what you'll keep and what you'll send on its merry way, and keep essential information at hand. We hope you find this helpful.



Take Stock

The first step is taking stock of your belongings. Walk through your home room by room and ask yourself these questions:

- 1. What furniture and belongings must I keep?**
- 2. What can I live without?**
- 3. What could be replaced?**

Take notes and make a separate list for each room of what stays and what goes. Set aside a space where you can collect items that will be sold or donated, gifted, disposed of, or stored.

Room Checklist

It's easiest to begin with the areas you use the least:

- Garage
- Basement
- Attic
- Closets
- Cabinets/Junk Drawers

Move on to living, dining, and sleeping areas, checking off each one as you go along:

- Living Room
- Family Room
- Study/Office
- Bathrooms
- Bedrooms
- Kitchen
- Other





Assess, Measure, and Plan

Once you've taken initial stock of your belongings, it's time to see what will fit into your new home.

Assess:

Determine how much storage area you'll have in your new space. Consider kitchen cupboards, closets, and any other nooks.



TIP: *When assessing kitchen items, think about how often you really use the item in question. If you haven't used that waffle maker or turkey roasting pan within the last few months, mark it in the "to-go" pile.*

Measure:

Look at the floor plan for your new home and try to imagine what pieces of furniture will fit this space. Measure each piece you'd like to take with you and record its dimensions. Do the same for window treatments.



TIP: *Leave at least two feet of clear space around each piece of furniture. Leave at least three feet of clear space for a wheelchair.*

Plan:

Use the floor plans and grid pages provided in this workbook to visualize where your pieces will go. Consider the locations of doors, windows, heaters, outlets, etc., in your new space.



TIP: *Consider selling oversized pieces that will crowd your new space and shopping for smaller-scale items and multi-functional pieces.*



TIP: *Maximize your new space by planning areas that can serve dual purposes. For example, a dining area can double as an office space.*

Sort and Label

The task of sorting and labeling can be tedious and time-consuming, so don't overdo it. Set aside a small amount of time every few days and start with the rooms you use the least.



TIP: Put on some favorite music or invite a friend over to help. Work for an hour or two at the most.

Gather labels, color-coded dots, a large permanent marker, boxes, clear plastic bins, and clear plastic garbage bags. Refer to the master list for each room that you created when you were taking stock of your belongings. As you go through your rooms a second time, it's likely that you'll add items to the "I-can-part-with-this" pile.

Organize your boxes and clear plastic bins for smaller items. Label each container as follows:

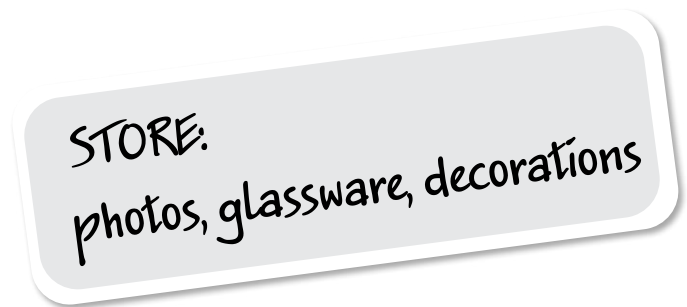
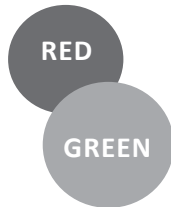
- **KEEP:** items you need or use regularly and have space for
- **SELL or DONATE:** items that can bring in a little extra cash or given to a charitable organization
- **GIFT:** items that you'd like to give to family members or friends
- **DISPOSE OF:** items that are broken or worthless, including papers that can be shredded
- **STORE:** items that you don't use regularly but want to keep



TIP: For any items that you mark **STORE**, label the contents (**PHOTOS, DECORATIONS, etc.**) and use clear plastic storage bins so you can see what's inside.



TIP: Use color-coded dots to mark the big pieces and keep a master list. Green dots can mean the item stays with you; red means it goes elsewhere.



Sell, Donate, or Dispose of

Once you've decided what you're keeping, it's time to get rid of everything else. Here are some suggestions for how to do that.

Sell

Hold a garage sale or house auction. Sell furniture and other large items through a consignment shop.

List items for sale online:

- **Craigslist** (www.craigslist.org): good for larger items, furniture, appliances, home décor, clothing
- **Amazon Marketplace** (www.amazon.com): good for all kinds of used and new items
- **eBay** (www.ebay.com): good for books, clothes, toys, electronics, figurines
- **ThredUp** (www.thredup.com): good for clothing
- **Poshmark** (www.poshmark.com): good for clothing
- **Decluttr.com** (www.decluttr.com): good for books

Donate

Let your belongings help those in need. Donation Town (www.DonationTown.org) is an excellent internet resource for finding respectable charities that accept donations of clothing, furniture, and other household goods. They will pick up your donations for free.

Trash

Check with your garbage company for their policy on disposing of large items.



TIP: Take a tax donation for donated items.

The “To-Go” List

Keep a “Who, What, Where, When & How” list for getting rid of any belonging that you will **NOT** be taking with you.

Garage Sale

Who: _____

What: _____

Where: _____

When: _____

How: _____

House Auction

Who: _____

What: _____

Where: _____

When: _____

How: _____

Online Sales

Who: _____

What: _____

Where: _____

When: _____

How: _____

Charitable Donations

Who: _____

What: _____

Where: _____

When: _____

How: _____

Tools and Resources

We've designed the rest of this guide to help you tackle the variety of tasks related to moving.

Floor Plans and Grids

Because it can be difficult to imagine how a new space looks, take a look at the sample floor plans to see two suggested arrangements. While your space will be different, this may help you visualize what furniture you'd like to bring with you. Once you know what your space looks like, use the grid pages to sketch it out. Then you can cut out the sample pieces found on page 11 and try out different arrangements.

Select a Mover and Pack

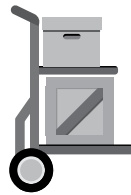
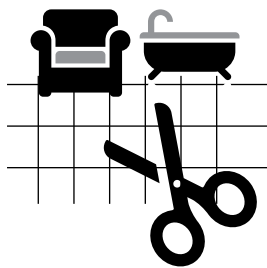
Use this page to keep track of potential movers and compare estimates so you can make an educated decision. Once you've chosen a mover to handle the big job, it's time to think about packing your belongings. Whether a mover will handle all the packing or you'll ask friends and family to help, you'll still have small personal items to consider.

Who to Notify About Your Move

Use these pages to list all the people and places that will need to know about your change of address. Keep all this information together for an easy reference guide.

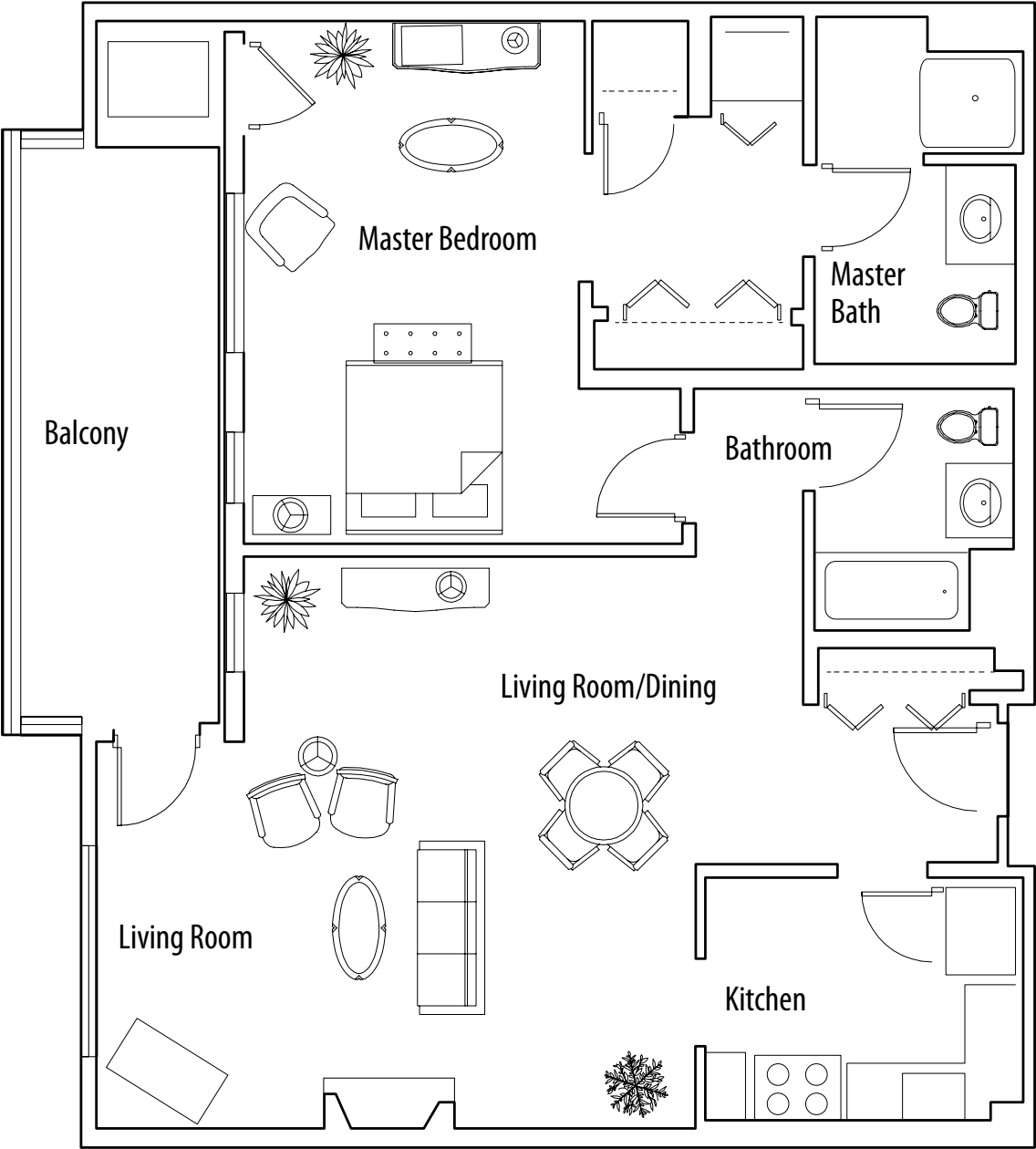
The Essentials

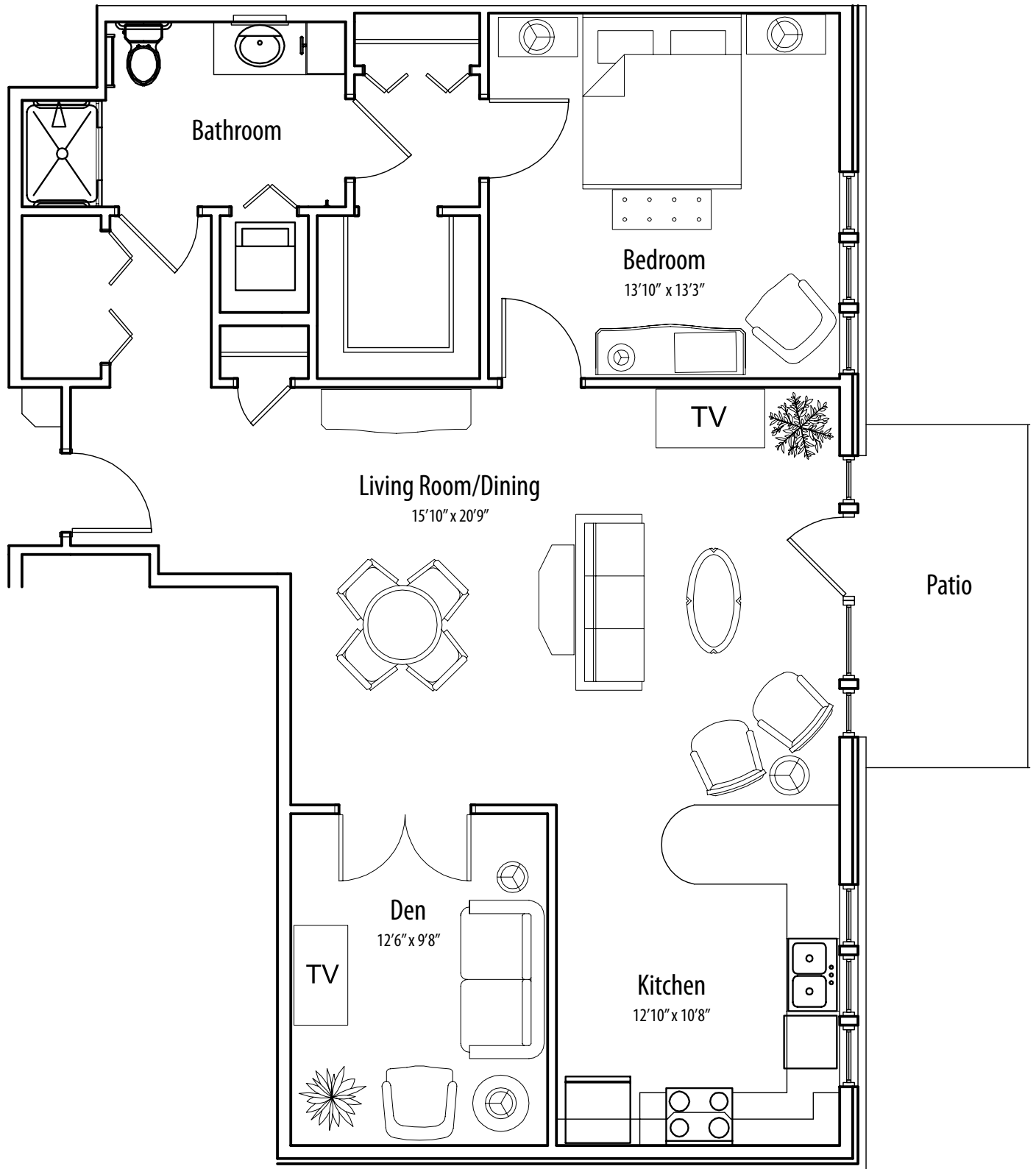
Use these pages to make a list of all personal items that you'll be responsible for during the move.



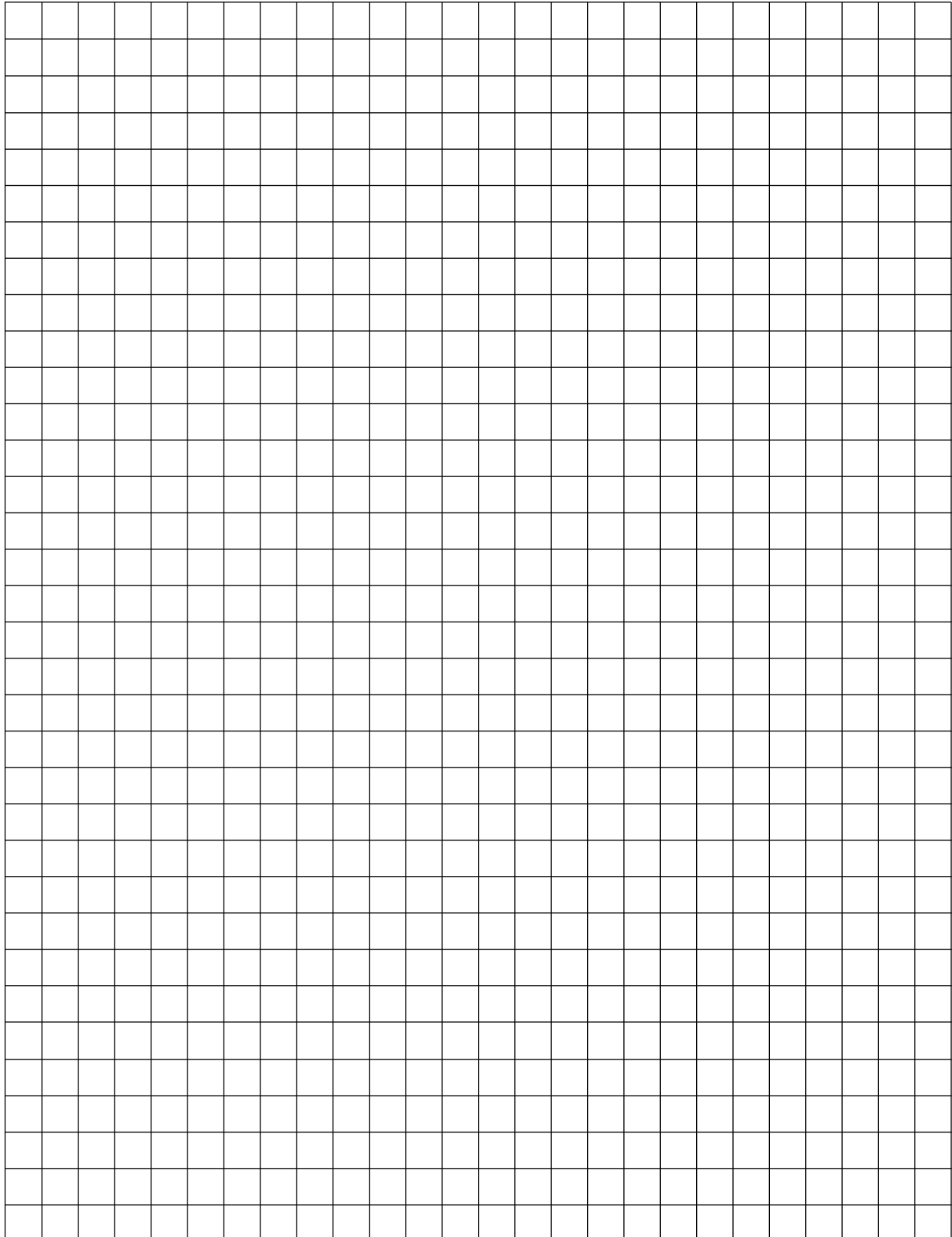
Floor Plans and Grids

Here are samples of one-bedroom floor plans from a typical senior living community, with an example of how furniture can be placed. Use the grids and furniture cut-outs that follow to plan your new space.



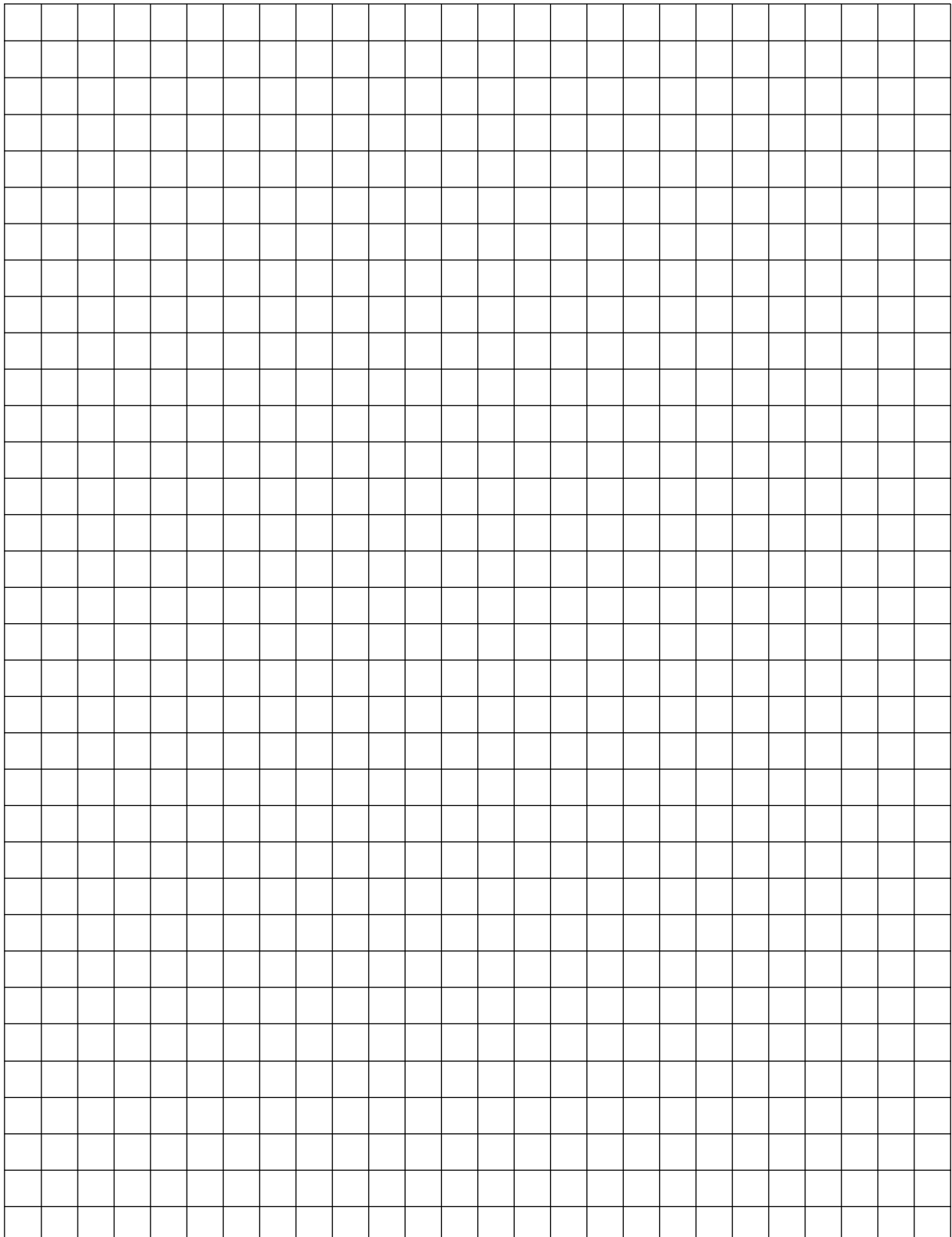


Use this grid to draw the floor plan for the main rooms—bedroom, living room, or den—to help you visualize what you'll have room for in your new home. Each square on the grid represents one foot, so you can draw the room to scale. Consider replacing oversized pieces with smaller ones and taking only the pieces that you really want and need.



Each 1/4" square on the grid = one foot of your room size.

Use this grid to draw the floor plan for the main rooms—bedroom, living room, or den—to help you visualize what you'll have room for in your new home. Each square on the grid represents one foot, so you can draw the room to scale. Consider replacing oversized pieces with smaller ones and taking only the pieces that you really want and need.

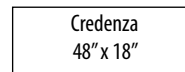
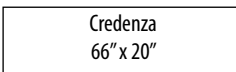
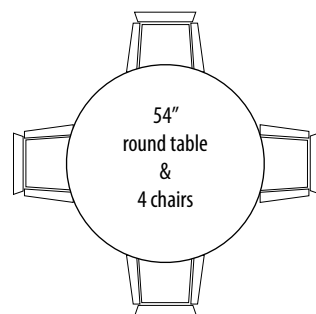
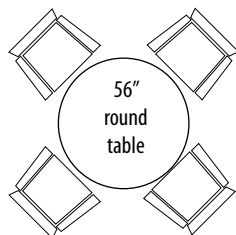
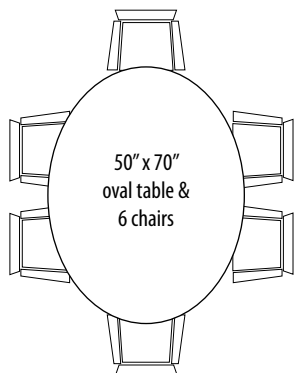
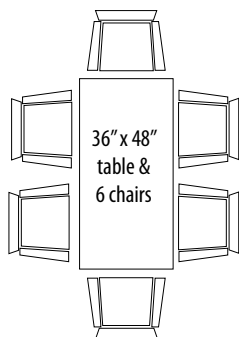


Each 1/4" square on the grid = one foot of your room size.

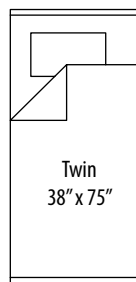
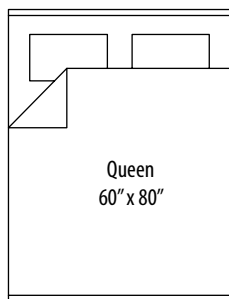
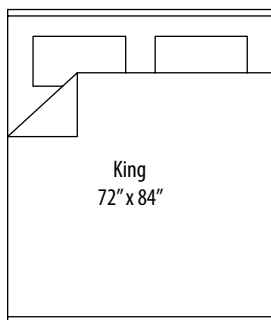


Use these furniture cut-outs to plan your new space.

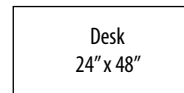
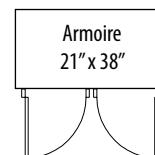
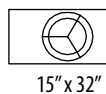
dining room



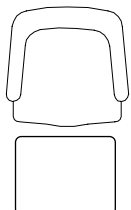
bedrooms



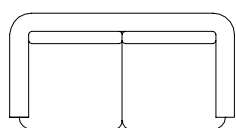
nightstands



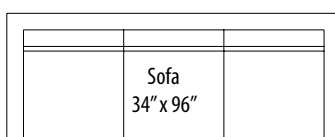
upholstered furniture, tables, lamps



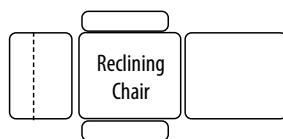
Chair 34\"/>



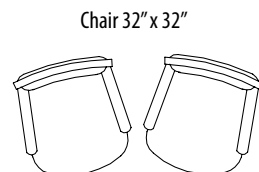
Loveseat 34\"/>



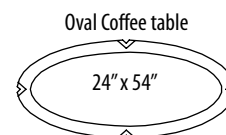
Sofa 34\"/>



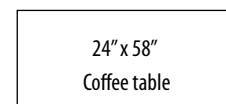
Reclining Chair



Chair 32\"/>

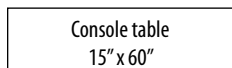
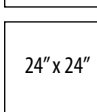
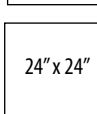


Oval Coffee table 24\"/>



24\"/>

End tables



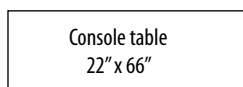
Console table 15\"/>



24\"/>

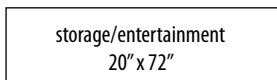


18\"/>

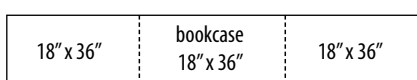


Console table 22\"/>

entertainment centers, storage, misc.



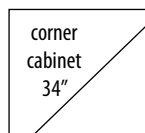
storage/entertainment 20\"/>



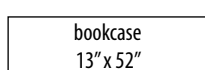
18\"/>

bookcase 18\"/>

18\"/>



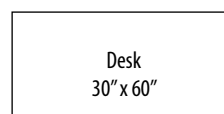
corner cabinet 34\"/>



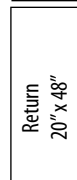
bookcase 13\"/>



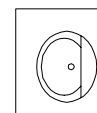
24\"/>



Desk 30\"/>



Return 20\"/>



Select a Mover and Pack

Select a Mover

Consult several moving companies and get written estimates from each one. Once you decide who you'd like to hire, sign a contract that includes a specific price. Ask questions and be sure you understand about the amount of insurance they will provide on your possessions.



TIP: Make sure you reserve the move date with the mover.

Potential Movers

1. Name: _____
Address: _____
Phone: _____
Email: _____
Estimate: _____ Deposit required: Y N
Insurance: _____

2. Name: _____
Address: _____
Phone: _____
Email: _____
Estimate: _____ Deposit required: Y N
Insurance: _____

3. Name: _____
Address: _____
Phone: _____
Email: _____
Estimate: _____ Deposit required: Y N
Insurance: _____

Pack

Once you've sorted and marked everything that will move with you, it's time to let the packing begin. Let your family or moving professionals pack your belongings. When you allow movers to pack your belongings, it gives you peace of mind—moving companies insure the contents of the boxes in case of damage. Be sure that each box is labeled with the room where it belongs and a general list of what's inside (for example, KITCHEN: SILVERWARE AND UTENSILS).



TIP: Photograph your valuables so that you have a record of their condition before the move. Keep smaller valuables with your personal items and either carry them with you or place them in a safe deposit box during the move.

★ The Chosen One

Name: _____
Phone: _____
Date of Move: _____
Deposit Paid: \$ _____

Who to Notify About Your Move

It's important to notify the post office, utility, and service companies about your move and arrange for some services to be discontinued and others to be transferred to your new home.:

Checklist

Use this handy checklist to be sure that you've informed the necessary people and accounts:

	DATE CONTACTED
<input type="checkbox"/> Doctor: _____	_____
<input type="checkbox"/> Doctor: _____	_____
<input type="checkbox"/> Doctor: _____	_____
<input type="checkbox"/> Dentist: _____	_____
<input type="checkbox"/> Pharmacy: _____	_____
<input type="checkbox"/> Bank: _____	_____
<input type="checkbox"/> Retirement Account: _____	_____
<input type="checkbox"/> Credit Card: _____	_____
<input type="checkbox"/> Credit Card: _____	_____
<input type="checkbox"/> Credit Card: _____	_____
<input type="checkbox"/> Social Security: _____	_____
<input type="checkbox"/> Pension: _____	_____
<input type="checkbox"/> Life Insurance: _____	_____
<input type="checkbox"/> Health Insurance: _____	_____
<input type="checkbox"/> Homeowners Insurance: _____	_____
<input type="checkbox"/> Auto Insurance: _____	_____
<input type="checkbox"/> Cell Phone Provider: _____	_____
<input type="checkbox"/> Post Office: _____	_____

Electric

Name: _____

Phone: _____

Account Number: _____

Discontinue Date: _____

Cable/Satellite

Name: _____

Phone: _____

Account Number: _____

Discontinue Date: _____

Gas

Name: _____

Phone: _____

Account Number: _____

Discontinue Date: _____

Internet

Name: _____

Phone: _____

Account Number: _____

Discontinue Date: _____

Water

Name: _____

Phone: _____

Account Number: _____

Discontinue Date: _____

Lawn Service

Name: _____

Phone: _____

Account Number: _____

Discontinue Date: _____

Sewerage

Name: _____

Phone: _____

Account Number: _____

Discontinue Date: _____

Newspaper

Name: _____

Phone: _____

Account Number: _____

Discontinue Date: _____

Trash

Name: _____

Phone: _____

Account Number: _____

Discontinue Date: _____

Magazine

Name: _____

Phone: _____

Account Number: _____

Discontinue Date: _____

Telephone

Name: _____

Phone: _____

Account Number: _____

Discontinue Date: _____

Cleaning Service

Name: _____

Phone: _____

Account Number: _____

Discontinue Date: _____

Contact Us

Moving to a wonderful new home should be exciting, not overwhelming. At our Springpoint Senior Living retirement communities, we make it easy. Our **Move Ahead Program** lets you relax. Our team of move experts will simplify the process, coordinate your personal plan, and guide you every step of the way. Move Ahead will minimize your work and maximize your confidence. For more information on our complimentary Move Ahead program, contact our communities.

■ **The Atrium at Navesink Harbor**

40 Riverside Avenue
Red Bank, New Jersey 07701
800-842-2480
atriumatnavesink.org

■ **Crestwood Manor**

50 Lacey Road
Whiting, New Jersey 08759
866-662-7359
crestwoodmanoronline.org

■ **Meadow Lakes**

300 Meadow Lakes
East Windsor, New Jersey 08520
800-564-5705
meadowlakesonline.org

■ **Monroe Village**

One David Brainerd Drive
Monroe Township, New Jersey 08831
866-859-2276
monroevillageonline.org

■ **The Moorings at Lewes**

17028 Cadbury Circle
Lewes, Delaware 19958
302-644-6370
mooringsatlewes.org

■ **The Oaks at Denville**

19 Pocono Road
Denville, New Jersey 07834
800-237-3330
oaksatdenville.org

■ **Stonebridge at Montgomery**

100 Hollinshead Spring Road
Skillman, New Jersey 08558
800-218-3456
stonebridgeatmontgomery.org

■ **Winchester Gardens**

333 Elmwood Avenue
Maplewood, New Jersey 07040
888-415-0285
winchestergardens.com





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