



*Downsizing Dilemmas - Solved!*

*Downsize, Organize, Simplify*



*Secrets from ...*

*Sue West*

*Certified Professional Organizer ®*

*Space4U, llc Organizing*

## Downsizing or *Rightsizing*?

You're at a time of your life when you are ready to simplify and downsize – whether you are moving or not. But you've been in your home for 25-40 years, so where do you start? Maybe you went through downsizing with your parents ... and want to make it easier on your children. Or maybe you just want to simplify your life. Perhaps there's a move in your future, and perhaps not.

Where do you begin? How do you decide what to keep and what to let go – without regrets later? How do you find the time to downsize in your already busy schedule? How do you stay motivated? Where can you give away items you no longer want or need?

Keep this workbook by your side. There are ideas about how to get started along with the practical how-to aspects. If you want to keep a record of your support team, or of your decisions about your belongings, we've included forms to get you started and to make this whole process easier on you. All forms have been used in my one-on-one work with downsizing clients.

But wait.... What do I mean by rightsizing?

Downsizing is a word that carries negative connotations, don't you think? Think instead about sizing your stuff for the next exciting phase or chapter of your life. Your lifestyle may already have changed or you're planning that it will. This will affect what you need around you and how you'll organize your things and your space.

So when I work with clients, yes, we "downsize." But we focus more so on what's next, what's exciting, what's new and how will this affect what you take with you into your next chapter. **This helps you makes downsizing decisions easier.** It's your goal, and in life, we always achieve more when we have a goal and purpose.

*The NEW version  
of the Three R.'s!*

**Remember the past.  
Rejoice and Relax in the present.  
Rebuild for the future!**

Wishing you all the best at solving your downsizing dilemmas, and that you enjoy rightsizing for the next chapter of your life!

*Sue West*

# Contents

Downsizing or *Rightsizing*? ..... 2

Where Are You Now?..... 5

Where To Begin?..... 6

First Steps..... 11

Rightsizing – Plotting Out Where to Start..... 13

    Rightsizing -- Sample Plan ..... 14

    Rightsizing -- Your Plan ..... 15

Important Contacts List..... 16

How To Find the Time ..... 17

    Daily Time Map Samples..... 18

    Other Approaches ..... 18

Take a Tour: Home is Not Home without ..... 21

The Mechanics of Downsizing: Today's the Day ..... 22

No Regrets Decisions ..... 27

The Mechanics: Attacking a Room or Large Space ..... 28

The Mechanics: Room by Room -- Typical Hot Spots ..... 32

Simplifying for Keeps ..... 36

Decisions Record..... 37

What To Do with the Things You No Longer Want or Need ..... 38

Resources to Help You Along the Way ..... 42

Thank You..... 43

My Contact Information ..... 43

