

# Methods for Down-sizing

## *The “Take It All Out” Method*

**Step One: Create an open space for your staging area.**

For example, if you are cleaning out a bedroom closet, clear off your bed and bring in a few empty chairs to drape things over.

**Step Two: Get garbage bags—one for discards, one for donating**

**Step Three: Completely empty out the space you are decluttering.**

Put all clothing, hats, shoes, belts, ties, scarves—everything—on the bed/chairs.

**Step Four: Thoroughly clean out the space that is now empty.**

Sweep, dust, wipe down the entire closet—walls, ceiling, clothes bar, shelves, floor, door.

**Step Five: Sort**

Pick up each item and sort into discard bag or donate bag. If an item is a “keeper”, put it back into the closet. To qualify as a “keeper”, an item must be in use and loved—or at least liked. Ask yourself: Would I buy this again?

**Step Six: Remove the discard and donate bags from the house on the same day or as soon as possible.**

Once items are sorted, it is important to remove them from the premises as immediately as possible. This short circuits any second-guessing, or “out of sight out of mind” thinking and forces you to fully complete the declutter.

The advantage of this method is the satisfaction you get from completing an entire area

## *The Timer Method*

**Step One: Choose an area or a category of items you wish to declutter.**

For example, you want to declutter your medicines, supplements, medical supplies.

**Step Two: Set up a staging area.**

You clear off the kitchen table which should be big enough to accommodate this task.

**Step Three: Prepare a discard and a donate bag.**

For unused medications, prepare for drop-off at a disposal site. Probably won't need a donate bag for this particular declutter. Have a discard bag for empty bottles, etc.

**Step Four: Estimate how long you think the task will take and set a timer.**

How many medical supplies and meds you have and whether they are centralized or all over the place will help you estimate a reasonable time.

**Step Five: Go at it!**

Advantage of this method: You limit your time on task so the work does not seem endless or overwhelming. You surprise yourself by how much you can accomplish in little time.

Having a time limit tends to energize you, and it makes a sort of a game of the process—Beat The Clock!