

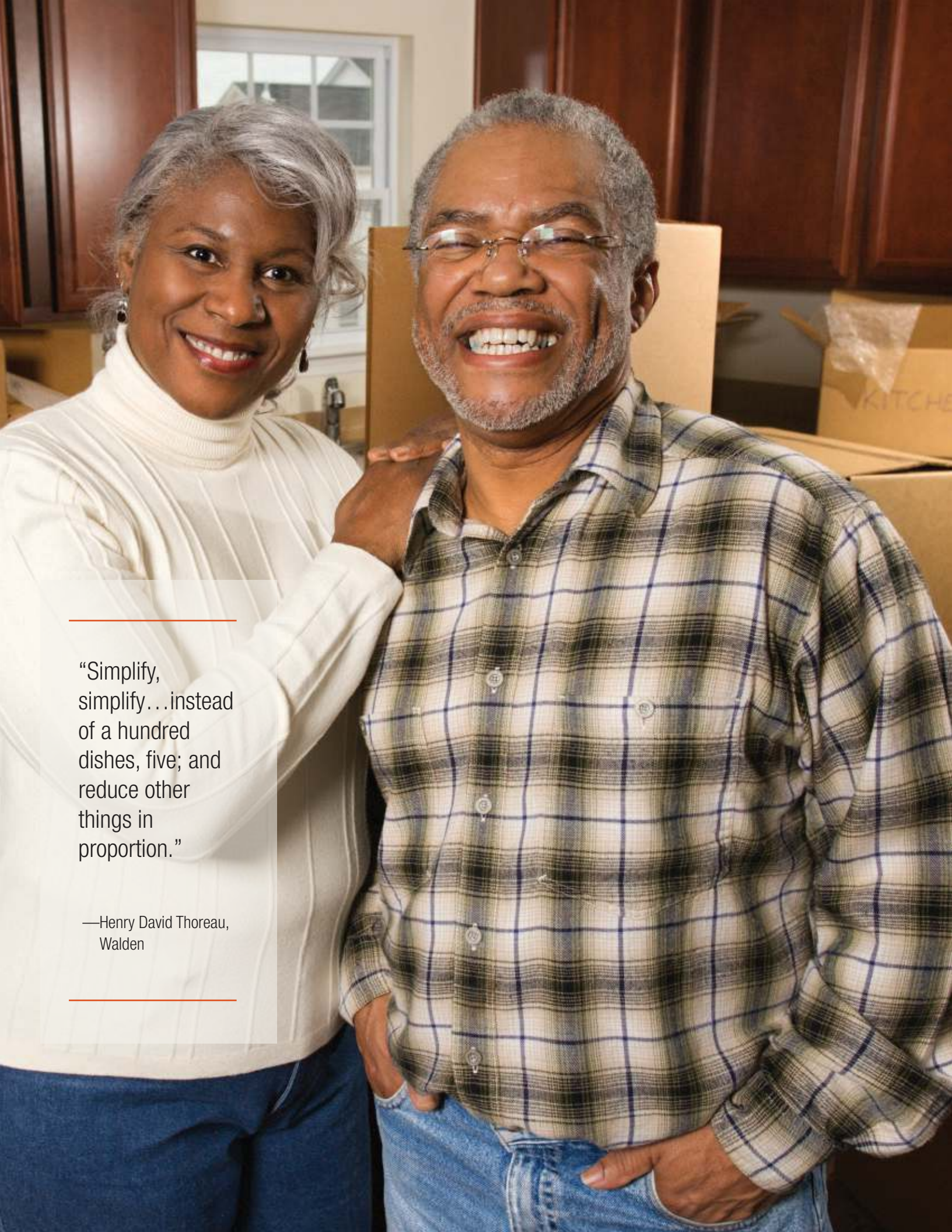
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SPRINGPOINT®  
SENIOR LIVING

# GUIDE TO DOWNSIZING

What Stays, What Goes and How to Do It



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

—Henry David Thoreau,  
Walden

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# How to Simplify: An Introduction

**M**aking the decision 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 Senior Living, a mission-based nonprofit organization, 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, trashed 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. 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 and label each container as follows:

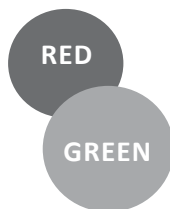
- **KEEP:** items you need or use regularly and have space for
- **SELL or DONATE:** items that can bring in a little extra cash or given to a charitable organization.
- **GIFT:** items that you'd like to give to family members or friends
- **TRASH:** items that are broken or worthless, including papers 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. Red dots can mean the item stays with you; green means it goes elsewhere.



# Sell, Donate or Trash

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](http://www.craigslist.org)) good for larger items, furniture, appliances, home décor, clothing
- **Amazon Marketplace** ([www.amazon.com](http://www.amazon.com)) good for all kinds of used and new items
- **eBay** ([www.ebay.com](http://www.ebay.com)) good for toys, electronics, figurines
- **Threadflip** ([www.threadflip.com](http://www.threadflip.com)) good for clothing
- **LikeTwice** ([www.liketwice.com](http://www.liketwice.com)) good for clothing
- **Half.com** ([www.half.ebay.com](http://www.half.ebay.com)) good for books

## Donate

Let your belongings help those in need. Donation Town ([www.DonationTown.org](http://www.DonationTown.org)) is an excellent internet resource for finding respectable charities that accept donations of clothing, furniture and other household goods and 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

**W**e'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

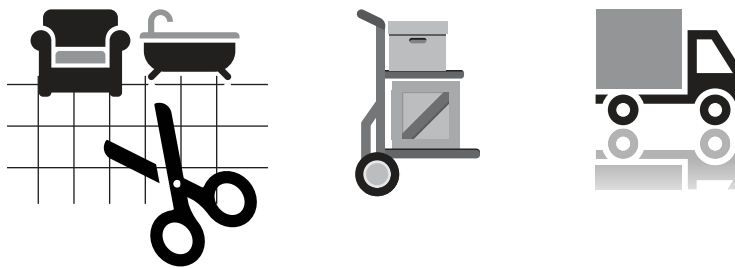
Use this page to keep track of potential movers and compare estimates so you can make an educated decision. Once you've chosen a mover to handle the big job, it's time to think about packing your belongings. Whether a mover will handle all the packing or you'll ask friends and family to help, you'll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

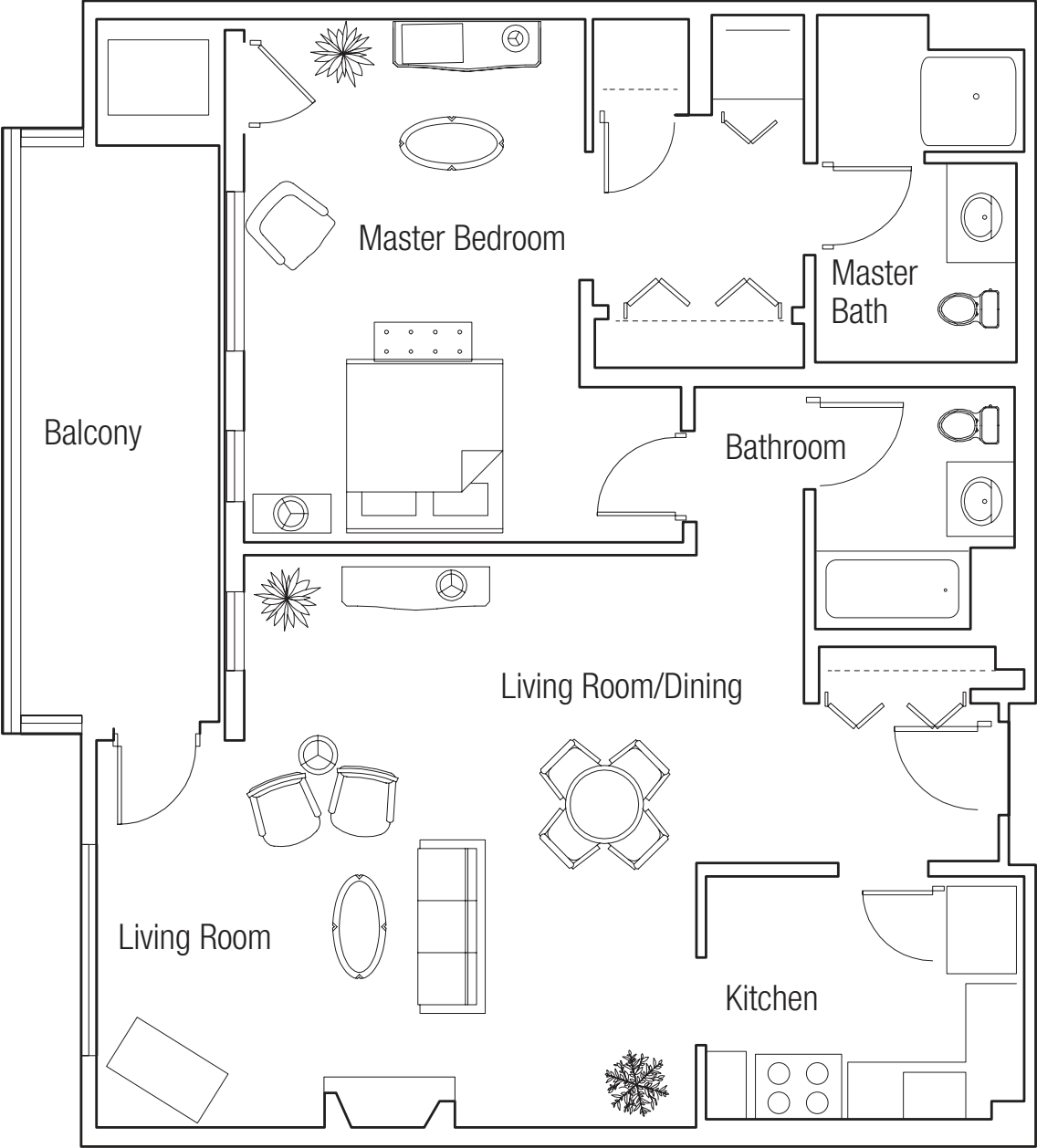
## The Essentials

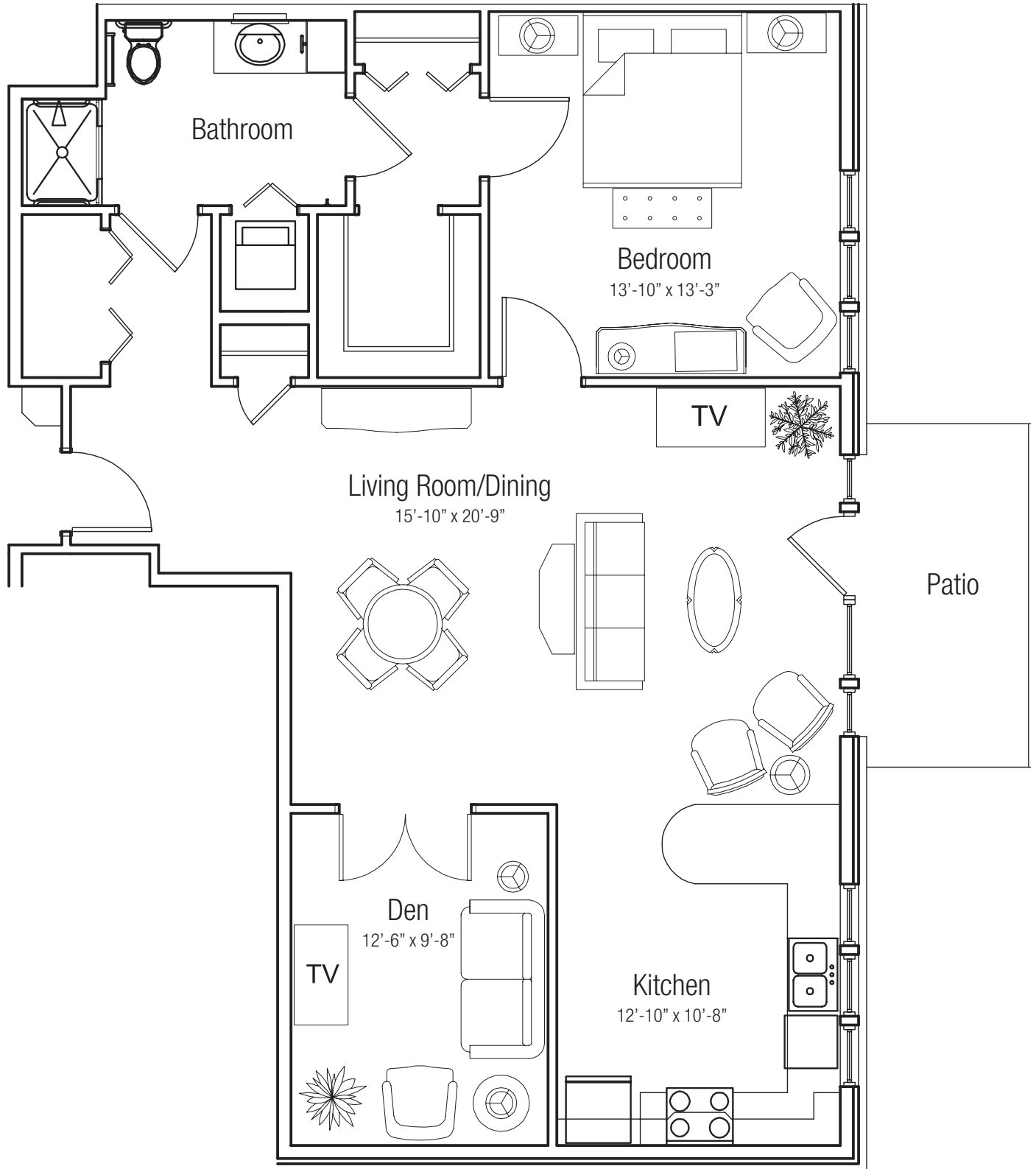
Use these pages to make a list of all personal items that you'll be responsible for during the move.



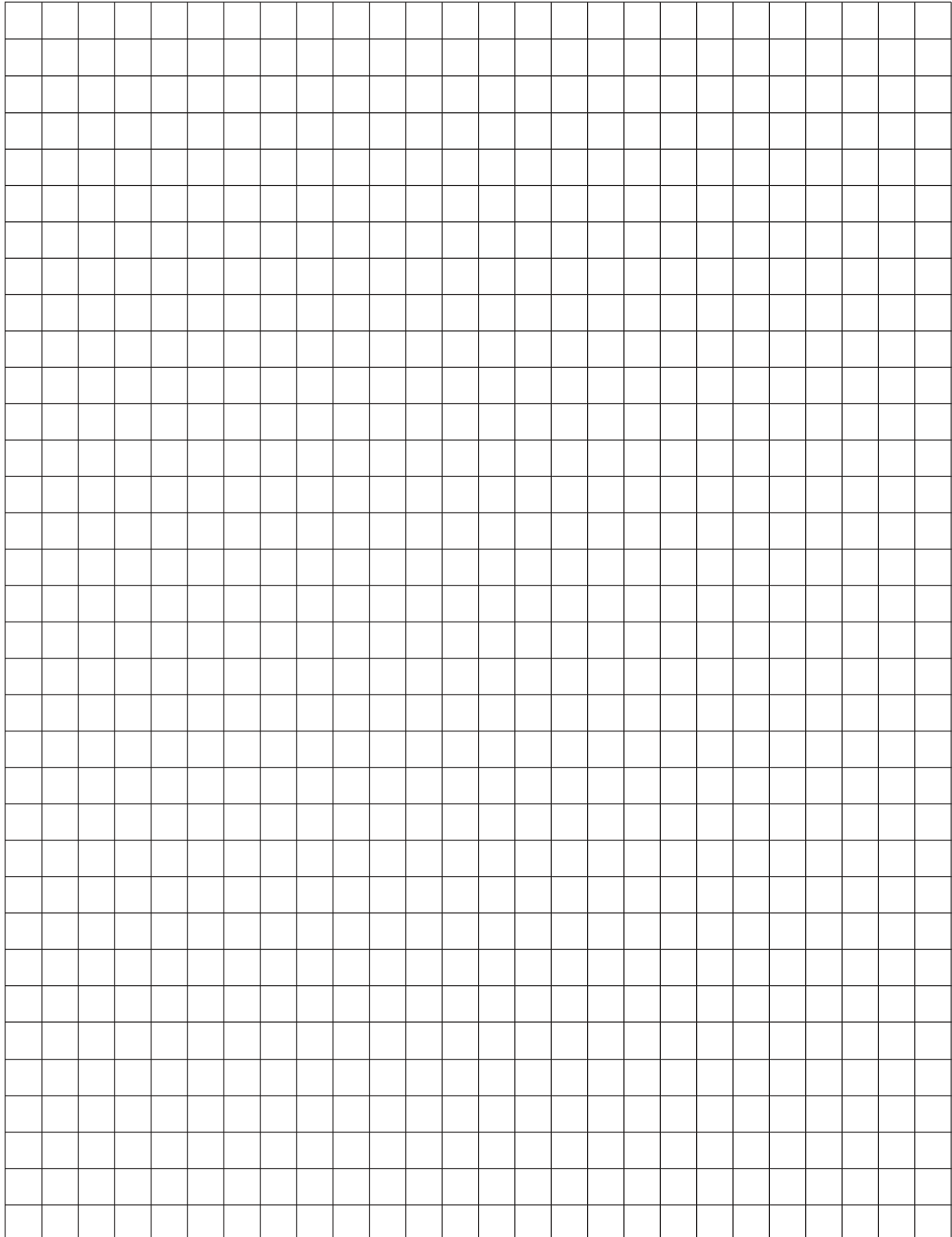
# Floor Plans and Grids

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.



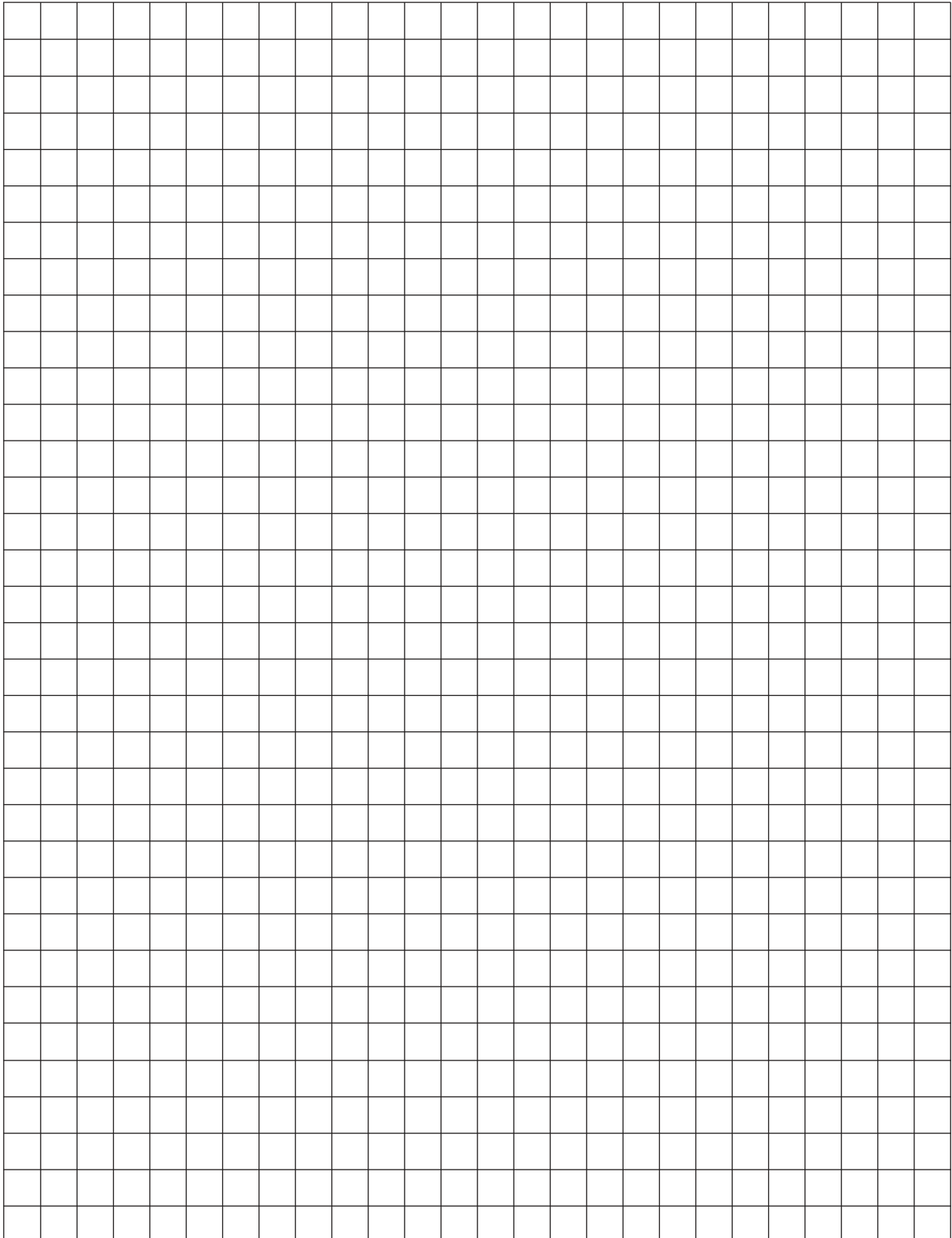


Use this grid to draw the floor plan for the main rooms—bedroom, living room or den—to help you visualize what you'll have room for in your new home. Each square on the grid represents one foot, so you can draw the room to scale. Consider replacing oversized pieces with smaller ones and taking only the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

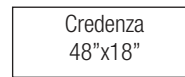
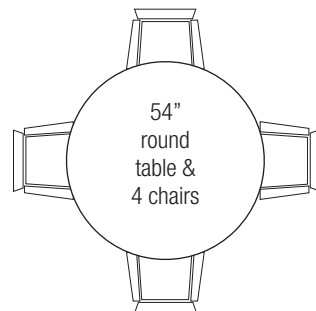
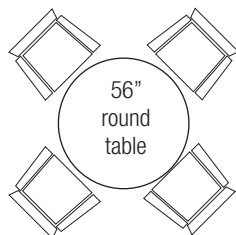
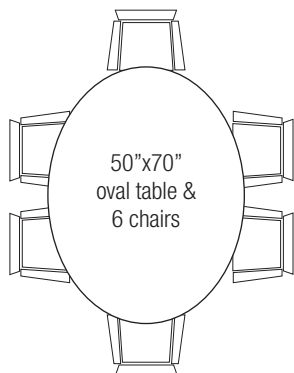
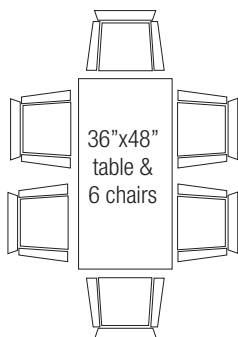


Each 1/4" square on the grid = one foot of your room size.

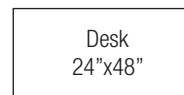
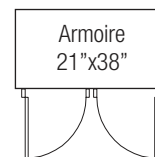
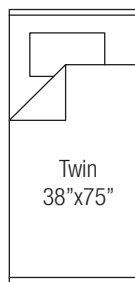
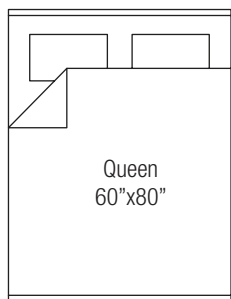
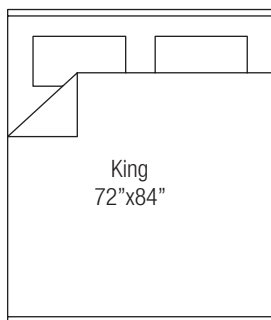


Use these furniture cut-outs to plan your new space.

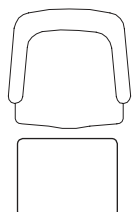
### dining room



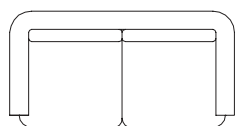
### bedrooms



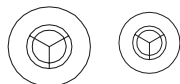
### upholstered furniture, tables, lamps



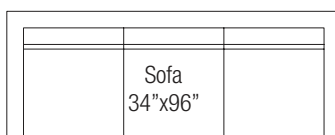
Chair 34"x50"  
Ottoman 22"x32"



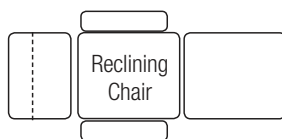
Loveseat  
34"x60"



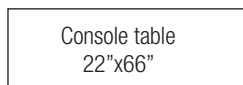
24" lamp  
18" lamp



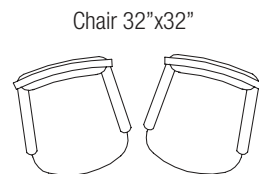
Sofa  
34"x96"



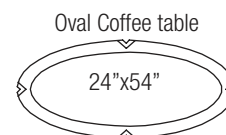
Reclining  
Chair



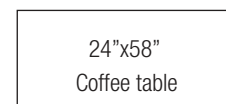
Console table  
22"x66"



Chair 32"x32"

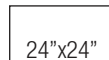
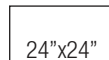
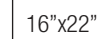
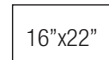


Oval Coffee table  
24"x54"

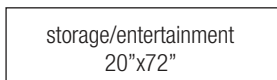


24"x58"  
Coffee table

End tables



### entertainment centers, storage, misc.



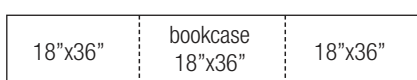
corner  
cabinet  
34"



bookcase  
13"x52"



24" plant



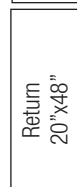
18"x36"

bookcase  
18"x36"

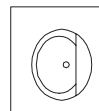
18"x36"



Desk  
30"x60"



Return  
20"x48"







# 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](http://atriumatnavesink.org)

■ **Crestwood Manor**

50 Lacey Road  
Whiting, New Jersey 08759  
866-662-7359  
[crestwoodmanoronline.org](http://crestwoodmanoronline.org)

■ **Meadow Lakes**

300 Meadow Lakes  
East Windsor, New Jersey 08520  
800-564-5705  
[meadowlakesonline.org](http://meadowlakesonline.org)

■ **Monroe Village**

One David Brainerd Drive  
Monroe Township, New Jersey 08831  
866-859-2276  
[monroevillageonline.org](http://monroevillageonline.org)

■ **The Moorings at Lewes**

17028 Cadbury Circle  
Lewes, Delaware 19958  
302-644-6370  
[mooringsatlewes.org](http://mooringsatlewes.org)

■ **The Oaks at Denville**

19 Pocono Road  
Denville, New Jersey 07834  
800-237-3330  
[oaksatdenville.org](http://oaksatdenville.org)

■ **Stonebridge at Montgomery**

100 Hollinshead Spring Road  
Skillman, New Jersey 08558  
800-218-3456  
[stonebridgeatmontgomery.org](http://stonebridgeatmontgomery.org)

■ **Winchester Gardens**

333 Elmwood Avenue  
Maplewood, New Jersey 07040  
888-816-8527  
[winchestergardens.com](http://winchestergardens.com)





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