

11 STEP Checklist

for Rightsizing to the perfect home



✓ STEP 1: FIND YOUR WHY??

Ask yourself: **Why now?** Do you want less maintenance? More time with grandkids? Less financial stress? Your **“WHY”** is your compass. Keep it visible on your fridge, mirror, or inside your sock drawer.

💡 **Bonus Tip:** Try journaling it or jotting it down on a sticky note & you'll see everywhere.

✓ STEP 2: START SMALL

Begin with one drawer or shelf. Momentum builds fast once you see progress. Don't think "entire house"—think “junk drawer.”

📱 App to Try: Tody – turn small cleaning goals into satisfying checklists.

🎯 Bonus: Write down what you're avoiding most and do it first. It makes everything else feel easier. (Theme of the short book, “Eat that Frog” by Brian Tracy.)

✓ STEP 3: CREATE SORTING PILES

Keep. Donate. Discard. That's it. Use labeled bins or laundry baskets. Local charities will often pick up. 🔗 **Helpful Resource: DonationTown.org** can help you schedule donation pickups with nearby organizations. 📦 **Sell It?:** Use **Facebook Marketplace** or **OfferUp** for easy local sales

✓ STEP 4: PRIORITIZE ONE-STORY LIVING

Your knees will thank you. Think about layout: wider doorways, fewer stairs, easy bathroom access, no carpet..

🌐 Explore Designs: universaldesign.org - Senior-friendly home features.

DIANE SANDERS, OWNER/BROKER SANDERS FAMILY REAL ESTATE

281-732-0256 Diane@DianeSanders.com Houston, TX 77084

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STEP 5: Set a 20-Minute Timer

Big tasks feel easier when they're broken into short bursts. That's where the **Pomodoro Technique** comes in – work for 20–25 minutes, then take a short break. It's science-backed and sanity-saving. The Pomodoro Cube Timer – a little cube you flip to 5, 10, 20, or 25 minutes and it starts counting down.

🕒 **Why it works:** Focus in short sprints = more done, less drained. And no doom-scrolling in between.

📦 **Want one?** Here's a good one **Amazon: [Amazon Pomodoro Cube](#)** (not an affiliate link – just something I like!)

🎧 **Bonus fun:** Pair it with your favorite playlist to make it fly by.



STEP 6: Write Your 5 Must-Haves

Before you fall in love with the first granite-countered cutie you tour, take a step back. What do you really want in your next home? Your new space should fit your lifestyle – not just your old dining set!

Use this chart to clarify what matters most & what you're ready to let go of:

🏠 Must-Haves

Walk-in shower
Guest room
Covered patio

🚫 Don't Need Anymore

Whirlpool tub I never use
Formal dining room
Massive yard



STEP 7: TAKE A BEFORE PICTURE

Of your stuff, not yourself!

Snap a few quick photos of that crowded closet, the overflowing garage shelf, or the kitchen junk drawer (we all have one). **Why?**

📷 1. It's satisfying – You'll love seeing the "after."

😂 2. It's funny – You might uncover a flip phone, or your 1987 perm kit.

📱 3. It's motivating – You'll see just how far you've come, even if you forget halfway through why you started.

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STEP 8: Digitize Important Documents

Scan your Will, insurance, mortgage docs, and tax files. You'll save space and headaches later.

📁 **Tools:** Use a scanner app (like ScanSnap or Adobe Scan), or head to UPS or FedEx Office for help.

☁️ Save to [Dropbox](#), [Google Drive](#), or a USB drive -password protected.



STEP 9: Plan for Multi-Use Spaces

A guest room that becomes an office or a TV room that hides a Murphy bed = smart living.

🏡 **Design Inspo:** Search “multi-functional furniture” on [Pinterest](#) for ideas.



STEP 10: INVOLVE FAMILY EARLY

Downsizing can stir up family feelings—memories, opinions, **and ... drama.** Tell them your plans EARLY on; ask what (if anything) they want, and make a plan to distribute meaningful items.

👨👩 **Pro Tip:** Don't assume they want grandma's China—ask first. You might be surprised who wants the lava lamp from 1972!!

📸 **Memory Hack:** Have a quick photo day—snap pics of sentimental items before donating or gifting them. You'll keep the memory without the clutter.

📋 **Legacy Tip:** If your move involves estate planning or asset shifts, loop in a financial advisor or attorney early. It'll save headaches later.



STEP 11: CALL d. DIANE TO SEE YOUR WORK

You did it! **Now you are on the path of RightSizing TO YOUR NEXT HOME,** and enjoying your WHY! (The lower maintenance, the grandkids, your new knees & back without the stairs!)

🏆 **Pro Tip: Downsizing isn't a punishment – it's a power move.** Every small win is a big step toward a simpler, happier home.

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