

SIMPLIFY YOUR LIFE

The Sorting Process

- Preparation
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- Sorting Exercises
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- Other Tips

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Preparation

- Obtain boxes, plastic bins, tape, stapler, paper clips, labels first so that you touch each item only ONCE



Getting Started

Begin in the areas of the house that you are currently not using such as:

- ✓ Upstairs bedrooms
- ✓ Basement
- ✓ Family Room
- ✓ Attic
- Start the sorting and clearing process in these rooms – it will be least disruptive to everyday life
- Label and date where items have come from for the next person to pass down (This china set is from Great Great Grandma Patty from 1894) and take photos
- Use post it notes, stickers and painting tape works well

Sorting Exercises



Start with the large items in each room and work your way down to the small items

You will feel like you are making progress right away

- Prepare a list of your decisions (e.g.: dresser – keep; will work well in a smaller bedroom)
- Use stickers, paper, tape, post it notes, markers and mark the items as you decide what to do with each piece, use inventory sheet (hand out)

Questions to ask Yourself while Sorting

- When was the last time I used this? (Apply 1 year rule)
- Am I keeping this out of love or guilt? (Great Aunt Sally's wall art that you never liked)
- If I do use it, how often and why? What purpose does it serve?
- Do I own another item that can serve the same purpose as this one? (2 sets of china)
- Is this item something I love? Does it have sentimental value that can't be replaced?
- Can I get by without it? Would I have to replace it if I choose to get rid of it?
- Is it in good shape? Will it last for a long time?
- Does it need repair, and if so, how much will it cost and is it worth the price? (toaster, turn table, lamp)
- Do I know someone else who would benefit a lot more from it's use?

Be Kind and Patient

- Plan to spend 1 or 2 hours at a time
- Be understanding if you or your loved one is upset
- Give yourself time to work through it. If you're tired, rest. Take a break. Go for a walk. Talk to someone
- Allow yourself to grieve the loss
- If you can't make a decision about something, set it aside and decide later
- If you are having a difficult time, ask a friend or family member, who has no emotional investment

Belongings all contain memories, so take the time to reflect.

Sort Items in each Room

- Items you want to keep
- Items that will be passed on to family or friends
- Items that will be sold via a garage sale, on-line or auction
- If someone else has items in the home, LET THEM MAKE THEIR OWN DECISIONS – DON'T MAKE ASSUMPTIONS
(i.e. old car magazines, school books, trophies, etc)

Get Rid of as Much Stuff as Possible

- Put items to be thrown away into garbage bags and set out for trash pickup each week
- Call a charity of choice and arrange for a pickup as soon as you have enough items to justify their trip
- Ask family and friends to make arrangements to get their items or to have their belongings mailed or delivered
- If your children have their childhood items left behind, place in plastic bins with their name

Distributing Possessions to Family Members

- Make a list of items that haven't been earmarked
- If possible, gather family members to your home for a fun, fun, party or conduct it after a family gathering
- Give each person a set of post-it notes and pull #'s to see who goes first
- Depending on the # of items, have them go in order and place their post it note on the item they want and then reverse the order for the next round ...and so on
- They may tag an item even if someone else already has done so, in the first round only
- On items with multiple tags, you may choose to flip a coin for each item

DON'T BE DISAPPOINTED OR HURT IF THERE ARE SOME
ITEMS REMAINING THAT MEAN A LOT TO YOU....
THEY HAVE LIMITED SPACE AS WELL!

Other Tips

- Copy photos to a disk and distribute copies to your family members – this can make a great gift
- Hire a professional organizer to get you started
- Contact an appraiser to place a dollar amount on your valuable possessions (this will give you an idea as to what you want to do with them)
- Have a garage sale
- Go to e-bay and see what similar items that you own have sold for and you may want to sell some of your items on the site
- Refer to the Good Will hand out page for prices on inexpensive items (it's a great tax write off)
- Place in FREE category on CRAIG'S LIST or advertise it on you or someone else's Facebook page
- Bring books to the library

