



## **CLEAR THE CLUTTER OFF YOUR TO-DO LIST**



### **Conquer the ultimate checklist.**

Changing Places has curated the ultimate check list to help you organize your home and give you peace, **clarity & efficiency.**

# THE ULTIMATE TO DO LIST

## OFFICE

- ☐ Shred excess paperwork
- ☐ Scan important files to the cloud
- ☐ Retain 7 years of taxes & shred the rest
- ☐ Give away or donate unwanted books
- ☐ Clear cluttered files
- ☐ Buy an 'in-box' or 'out-box' container

## CLOSETS

- ☐ Purge clothing seasonally & donate or consign
- ☐ Replace wire, wood or plastic hangers with slim velvet ones
- ☐ Evaluate your shelves. Too high? Too narrow?
- ☐ Buy stackable clear plastic shoe bins
- ☐ Add better lighting & a full length mirror
- ☐ Remove clothes to be altered, fix broken shelves, and polish shoes & bags

## GARAGE/ ATTIC/ BASEMENT

- ☐ Remove hazmat, e-waste & recyclables
- ☐ Donate or consign old furniture, sports equipment
- ☐ Edit or cover lawn & garden equipment
- ☐ Consolidate "like" items & label the spaces
- ☐ Install shelving and/or cabinets to maximize storage
- ☐ Utilize wall space for storage

## OFFSITE STORAGE UNIT

- ☐ Open all boxes & evaluate contents
- ☐ Sell, donate or recycle any unwanted items
- ☐ Replace broken boxes with new cardboard or waterproof plastic bins
- ☐ Downsize your unit to save money
- ☐ Hire a hauler to remove waste & recycling
- ☐ Install shelving to maximize space

## KITCHEN & PANTRY

- ☐ Clean, add or replace old shelf liner
- ☐ Toss expired foods, condiments & liquor
- ☐ Edit your plastic ware drawer & match lids
- ☐ Toss old menus, plastic ware & condiment packets
- ☐ Use Lazy Susans for spices, condiments, etc.
- ☐ Edit your junk drawer & clean

## REPAIRS & HOME MAINTENANCE

- ☐ Upgrade appliances for better efficiency
- ☐ Clean area rugs, carpets & upholstery
- ☐ Repair broken furniture
- ☐ Fix plumbing & HVAC systems
- ☐ Replace smoke detector batteries
- ☐ Touch up paint on walls, moldings & baseboards

# Need A Kick Start With Your List?



## ONE-DAY JUMPSTART

### WHO IS THIS IDEAL FOR?

- Clients with items to auction or consign
- The **hostess/host** preparing a party and the house is a mess
- Seniors who are just beginning the decluttering process



## TWO-DAY STRESS RELIEVER

### WHO IS THIS IDEAL FOR?

- The **empty nesters** who want to reinvent themselves and their space into something that they love
- A person **who just moved** and is still living in boxes
- The family **remodeling a space** in house and needing to get organized



## THREE-DAY VICTORY

### WHO IS THIS IDEAL FOR?

- The senior or anyone who is **downsizing/rightsizing**
- Any client who **inherited family belongings** and needs help to sort and liquidate
- The client who is **selling a home** and needs to declutter and stage it

**BOOK A PACKAGE TODAY - CALL 415-461-6257**





## WHAT OUR CLIENTS ARE SAYING

"I wanted to give Changing Places highest marks for their prompt, efficient and compassionate service with helping my 94 year old mom move to independent living from her home of 54 years. Changing Places went the extra yard concerning mom's personal needs in addition to doing fine work on the basic assignment."

- Ben, San Rafael, CA

"I cannot recommend Changing Places more highly. They are a professional, efficient and thorough group. What would have taken me weeks to complete they were able to accomplish in two days! I now have an orderly, clean and easy to maintain basement."

- Annie Robinson Woods, San Francisco, CA

"All I want for the Holidays is for Changing Places to come back and organize my house."

- Meghan, Arie and Ken Kurtzig, Mill Valley, CA



[www.changing-places.com](http://www.changing-places.com)

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