

# ORGANIZING AND DECLUTTERING CHECKLIST

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- ☐ Assist you in sorting your belongings to decide what items will be sold, donated recycled or purged.
- ☐ Manage the dispersal and disposal of items no longer wanted using our network of consignment stores, appraisers, disposal companies and charitable donations.
- ☐ Organize your personal effects to ensure they are easily accessible and manageable.
- ☐ Provide custom organizational products – closet organizers, shelving, baskets, storage bins, etc.
- ☐ Create systems for paper management for financial records, personal records, etc.
- ☐ Living Room / Dining Room Bedrooms
- ☐ Furniture inside and outside
- ☐ Collections
- ☐ Closets
- ☐ Coordinate handyman services for home repairs, modifications and the installation of safety/mobility equipment.
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