

Room-by-Room Checklist - What all Rooms Need

Make sure you do these things:

- **Declutter**
- **Clean**
- **Organize**
- **Repair**
- **Create a Focal Point**
- **Identify furniture, artwork and other artifacts to be removed**
- **Evaluate window coverings/light fixtures/hardware**
- **Decide to paint or not**

Use the following page to start to create a room-by-room checklist so that you feel you have covered everything. Write out your plan for each room/area on a separate sheet. This becomes your “To Do” list.

Each property will vary according to the location, number of rooms, types of rooms, how rooms are used, and outdoor space---including front, back, and side yards, too.

Identify the purpose of each room and be thoughtful about how you would stage this room highlighting or creating a focal point or best feature.

For instance, the focal point (a main feature in a room) could be the bed in a bedroom. On the other hand, some bedrooms get converted to office space so the desk would most likely be the focal point.

Refer to your calendar and your To Do List to make sure all areas of planning are covered.

Use sections of the book, *The Secret Sauce of Staging*, to review the details that take you from purging, organizing, cleaning, moving and staging.

Be prepared to multi-task: decluttering and packing at the same time and for more than one family member. In addition, you will be working on everything else you need to do! That’s another reason why having a stress management plan is going to be critical! Lots going on...