

Decluttering & Selling Your Stuff — Workbook

This workbook turns the course into action. Work through one section per course module: plan your declutter, sort and triage your items, price and list the sellable ones, then close sales and keep records. The exercises, worksheets, checklists, and ready-to-use templates are designed so that by the end you have an organized home and a stack of live listings earning money.

Build Your Decluttering System

Choose your method, prep your supplies, and lock in a room-by-room schedule before you touch a single item.

Exercise: Choose Your Framework and Tiebreaker

Reflect on how you actually make keep-or-go decisions, then commit to one primary method and a default tiebreaker rule you will use when stuck.

- Which framework fits you best and why: KonMari, Four-Box, 90/90, or 20/20?

- Name one emotional category (e.g. clothing) where you will use KonMari and one functional zone (e.g. garage) where you will use the Four-Box method.

- Write the exact tiebreaker sentence you will say to yourself when you cannot decide.

- What has caused past declutter attempts to stall, and how does a defined method address it?

Worksheet: Room-by-Room Plan and Time Budget

List every room or zone you will declutter, ordered from easiest to hardest. Assign a realistic time block and a calendar date to each so the work is scheduled, not hoped for.

Room or zone

Difficulty (easy / moderate / hard)

Estimated time block

Scheduled date and start time

Hard stop time

Expected high-value sellable items

Checklist: Supplies and Sorting-Station Setup

- Four bins or taped-off areas labeled Keep, Sell, Donate, Trash
- Contractor trash bags (3 mil) and separate clear donation bags
- Staging table cleared near a window with good natural light
- Phone camera lens wiped clean and a measuring tape on hand
- Cleaning wipes and a lint roller ready for sellable items
- Notes app open with a running Sell list (item, room, rough value)
- Before photo taken of the room

Sort, Decide, and Triage to the Right Channel

Apply consistent decision rules, handle sentimental and high-value items carefully, and route every sellable thing to its best channel.

Exercise: Stress-Test Your Decision Rules

Pick five real items you are unsure about and run each through the course decision rules out loud, writing the outcome. This trains the rules into reflexes.

- For each item: used in the last 12 months? Clean and working? Worth 25 dollars or more?

- Which items are you keeping out of guilt, aspiration, or sunk cost rather than real use?

- Estimate handling time versus profit for two borderline items: does selling beat donating?

- Which one sentimental item are you keeping, and what will you photograph and release instead?

Worksheet: Channel Triage Sheet

For every item in your Sell pile, record its details and assign the single best-fit channel using the value-and-size logic from the course.

Item name and brand

Condition (new / like new / good / for parts)

Approximate dimensions and weight

Estimated resale value

Shippable or local-only

Assigned channel (Marketplace / eBay / Poshmark / specialty / consignment / donate)

Reason for that channel

Checklist: High-Value and Sentimental Handling

- Separated genuine valuables and sentimental items into a hold pile (not decided in a fast sort)
- Looked up completed sold prices or booked one appraisal for each valuable
- Sent written family offer with a deadline for any heirloom before listing
- Authenticated designer or collectible items before listing
- Capped sentimental keeping to one labeled bin per person
- Re-priced expensive mistakes to today's market, ignoring original purchase price

Exercise: Effective Hourly Rate Check

For three low-value items, calculate whether selling is worth your time so you can confidently donate the ones that are not.

- Estimate total minutes to photograph, list, message, and ship each item.

- Estimate net profit after fees for each item.

- Divide profit by hours to get your effective hourly rate for that item.

- Decide: sell or donate, and note the reason.

Price, Photograph, and List to Sell

Research real sold prices, shoot clean converting photos, and write titles and descriptions that get found and trusted.

Worksheet: Sold-Comp Pricing Worksheet

Before pricing any item, pull at least three completed sold comps and record them here, then set your starting price near the median and a firm walk-away floor.

Item name

Sold comp 1 price and source

Sold comp 2 price and source

Sold comp 3 price and source

Median sold price

Your starting price

Your walk-away floor

Target sell-by date

Checklist: Photo Shoot Checklist (Per Item)

- Item cleaned and price stickers removed
- Neutral background set up near a window in soft daylight
- Strong straight-on hero shot captured for the thumbnail
- Front, back, sides, and close-ups of labels and model numbers taken
- Any scratches, stains, or wear photographed honestly
- Scale reference included for size-ambiguous items
- Photos reviewed on screen; nothing dark, blurry, or cluttered

Exercise: Write a Title and Description That Convert

Draft a listing for one real item using the front-loaded title formula and the scannable description structure from the course.

- Build the title: Brand + Model + Key Attribute + Size or Color + Condition.

-
- Write the one-line value statement (what it is and its standout feature).
-
- List condition, specs, and exact measurements a buyer would ask about.
-
- State what is included and excluded (cords, manual, box) and, for local, pickup area and payment.
-

Sell Safely, Calculate Profit, and Keep Records

Close deals and meet buyers safely, calculate true net after fees, and install habits that keep clutter from returning.

Checklist: Safe Transaction Checklist

- Canned replies ready for offers, lowballs, and your floor price
- Local meetup set in a public, well-lit Safe Exchange Zone during daylight
- A friend coming along or another adult present for home furniture pickup
- Cash or verified instant in-person payment only; no off-platform or overpayment schemes
- Home address withheld for small-item meetups
- Packed item weighed and measured; platform label bought and tracking saved
- Item photographed before sealing as proof of condition

Worksheet: True Net Profit Tracker (Per Sale)

Record every sale so you know your real take-home and learn which items and channels are worth your effort.

Item and channel

Gross sale price

Platform fee

Payment processing fee

Shipping cost you absorbed

Supplies cost (box, tape, mailer)

Net profit

Original purchase price (for gain/loss and tax)

Exercise: Build Your Stay-Decluttered Habits

Choose the ongoing rules you will actually keep so clutter does not creep back through the door.

- Where will your permanent donation box and To Sell bin live?
-
- What is your purchase pause rule (24-hour or 30-day) and for which categories?
-
- When is your recurring monthly sell-and-list evening and your seasonal mini-declutter?
-
- How will you apply one-in, one-out in the categories that clutter fastest for you?

Checklist: Tax and Recordkeeping Basics

- Spreadsheet started logging gross, fees, shipping, and net for every sale
- Original purchase prices kept for high-value or appreciating items
- Aware that selling personal items at a loss is typically not taxable, but gains can be
- Checked the current Form 1099-K (US) or CRA reporting thresholds for your volume
- Plan to consult a tax professional if selling for profit or at high volume

Your Action Plan

1. Pick your decluttering framework and write your tiebreaker rule on a sticky note.
2. Build the four sorting stations and your photo staging area before opening any closet.
3. Schedule every room as a calendar block, ordered easiest to hardest, and take before photos.
4. Sort each room into Keep, Sell, Donate, Trash, logging every Sell item as you go.
5. Triage each Sell item to its best channel using the value-and-size logic.
6. Pull three sold comps per item and set prices with a defined walk-away floor.
7. Photograph and write listings for the first batch within one week of sorting.
8. Run safe meetups or ship promptly, and record true net profit for every sale.
9. Move all donations out of the house within 48 hours and take the tax receipt.
10. Install one-in-one-out, a permanent donation box, and a recurring monthly sell day.

