

How to organize your move

A binder specifically designated for your move will save you time, energy and possibly money. Create your binder at least two months before your move, and organize it into the following categories:

- **Checklists** - Find an online printable that you can use as a guide to know what needs to be done before, during and after your move.
- **Utilities** - Use this section to keep track of utility contracts, paperwork and more. List contact information and appointments, and make appointments well in advance.
- **Loan Documents** - For easy access and reference, you can keep your loan documents in this section until after the move. After the move, file them in your home office.
- **Receipts** - This section is for any purchases that will be made in reference to the move or your house. For example, keep any receipts for any fixture purchases like a faucet. If something doesn't fit, or you need to return or exchange it for any reason, you can look here for the receipt.
- **Movers** - Keep your moving company or truck rental contract and contact numbers in this section.
- **Builder** - Place any contact numbers for your builder, warranties and paperwork in this section during your move.
- **Inventory List** - Search online for "moving inventor list," print one out and fill it out.
- **Schedules** - This section is for appointments, moving company schedules and more. It will be easier to create a Word document calendar, print it out and place it in the binder. You can document your house closing appointment, walk-through, mover's schedule, utility hookup times and any other important information.

A color-coding moving system can be the key to a smooth, organized moving day. Create a moving legend using circular sticker labels to represent designated areas in the house where each moving box will go. Use color-coded card-stock sheets to match the circle labels, and hang them on each doorway. This will show the movers where the boxes go, saving you a lot of unpacking time.

Create a moving legend using circular sticker labels to represent designated areas in the house where each moving box will go. Use color-coded card-stock sheets to match the circle labels, and hang them on each doorway. This will show the movers where the boxes go, and will help alleviate any confusion as to where to put the boxes, saving you a lot of unpacking time.

Once you create a moving legend, photocopy a few sheets and place them throughout the house and on the front, back and garage doors.

Purchase self-adhesive moving labels, and write down the contents of each box. Place a colored sticker on the label and top of the box, so you can see which room it goes in as you carry it.

Pack your belongings in like-sized boxes you can purchase online or at home improvement stores, and avoid packing loose items in the moving truck to save room and time.

When packing, you may move from room to room, take a day off or get sidetracked. By storing packing tools together in one basket, you will be more efficient with your time, as well as save yourself from searching for lost packing tools. Add all necessary packing items to the basket, such as labels, tape, markers and scissors. When you move from room to room, just grab the basket and go.

Zip-top bags are also great for packing and organizing because they're cheap and efficient. Freezer bags are best because they're thick and will last through your move. Get your kids involved and have them separate all of their small toys into the bags and pack them into a larger box. When it's time to unpack, everything is already organized into categories. The bags are also great for really small items like toiletries, kitchen drawer items and office supplies.

Search online for more tips to help you organize your move. [U-Pack](#) has a great list of moving tips, organized by a weekly countdown.