MOVING MADE MANAGEABLE

COMPLETE MOVING & PACKING WORKBOOK



Plan • Declutter • Pack • Move • Unpack

CHECKLISTS • TIMELINES • BOX INVENTORY • MOVING DAY

A Practical Step-by-Step Workbook for a More Organized Move

TemplateTrove.com

WELCOME TO MOVING MADE MANAGEABLE

A move becomes easier when you know what needs to happen, what can wait, and what to do next.



PLAN

Build your timeline, budget, and moving-day strategy.



PACK

Declutter first, label clearly, and keep track of what is inside each box.



MOVE

Coordinate the final days, moving day, arrival, and unpacking one step at a time.

THE GOAL

A more organized move with fewer forgotten details and fewer mystery boxes.



One room. One box. One manageable step at a time.

TemplateTrove.com

HOW TO USE THIS WORKBOOK

Start with the planning pages, then work through the workbook as your moving date gets closer.



1

PLAN THE MOVE

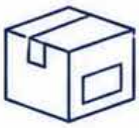
Record the basics, choose your priorities, estimate costs, and build your timeline.



2

SORT BEFORE PACKING

Decide what deserves to move with you before spending time and supplies packing it.



3

BUILD YOUR PACKING SYSTEM

Use room names, box numbers, labels, and inventory pages consistently.



4

MANAGE THE COUNTDOWN

Use the weekly checklists to keep important details from becoming last-minute emergencies.



5

HANDLE MOVING DAY

Know what stays with you, who is handling what, and what must happen before leaving.



6

UNPACK WITH A PLAN

Set up essential rooms first, then work through the rest of the home gradually.



KEEP IT MANAGEABLE

You do not have to complete every page in one sitting.
Use the pages that match where you are in the moving process.





Keep this workbook somewhere easy to reach until the move is complete.

TemplateTrove.com

TABLE OF CONTENTS

1 PLAN YOUR MOVE

Welcome to Moving Made Manageable 1
How to Use This Workbook 2
Table of Contents 3
The Moving Made Manageable System 4
Our Moving Snapshot 5
Our Moving Priorities 6
Master Moving Timeline 7
Moving Budget Snapshot 8

2 SORT BEFORE YOU PACK

Declutter Before the Move 9
Room-by-Room Sort Plan 10
Keep, Donate, Sell or Discard 11
Items Not Moving With Us 12
Furniture & Measurement Planner 13
Important Documents & Records 14
Moving Supplies Planner 15

3 BUILD YOUR PACKING SYSTEM

Our Packing Strategy 16
Box Labeling System 17
Packing Priority Planner 18
Room-by-Room Packing Plan 19
Box Inventory Log 20
Fragile & High-Value Item Record 21
Clothes & Closet Packing Plan 22
Kitchen Packing Plan 23
Bathroom, Linen & Laundry Packing 24
Garage, Basement & Storage Packing 25

4 MANAGE THE COUNTDOWN

6–8 Weeks Before Moving 26
4 Weeks Before Moving 27
2 Weeks Before Moving 28
Final Week Before Moving 29
Change of Address & Notifications 30
Utilities & Services Transfer 31
Movers / Truck Rental Details 32
Moving Day Roles & Responsibilities 33
Kids, Pets & Special Considerations 34

5 MOVING DAY & ARRIVAL

Moving Day Checklist 35
Old Home Final Walkthrough 36
Moving Essentials Box Planner 37
First Night Plan 38
New Home Arrival Checklist 39

6 UNPACK & SETTLE IN

Unpacking Priority Plan 40
Room-by-Room Unpack Tracker 41
New Home Setup & Safety Check 42
Moving Expense Final Review 43
Move Complete Review 44

TemplateTrove.com

THE MOVING MADE MANAGEABLE SYSTEM

Break the move into smaller stages so the next step stays clear.

1. **PLAN** — Know where you are going and when.
2. **SORT** — Decide what actually deserves to move.
3. **PACK** — Pack by room, priority, and box number.
4. **COORDINATE** — Confirm people, services, addresses, and dates.
5. **MOVE** — Keep moving day focused and organized.
6. **UNPACK** — Set up essentials before tackling everything else.
7. **SETTLE** — Finish the remaining details and close out the move.

THE PART OF MOVING I MOST WANT THIS WORKBOOK TO MAKE EASIER:

PLAN • SORT • PACK • COORDINATE • MOVE • UNPACK • SETTLE

TemplateTrove.com

OUR MOVING SNAPSHOT

Start with the basic facts of the move.

Current Home: _____

New Home: _____

Moving Date: _____

Target Move-Out Date: _____

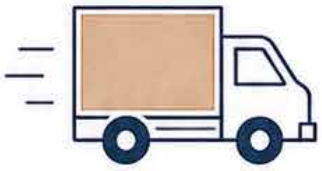
Target Move-In Date: _____

Distance of Move: _____

☐ Local ☐ Regional ☐ Long Distance

HOW ARE WE MOVING?

☐ Professional Movers
☐ Rental Truck
☐ Portable Storage Container
☐ Friends / Family Help
☐ Combination
☐ Other _____



HOUSEHOLD MOVING

Adults:	Children:	Pets:	Vehicles:
_____	_____	_____	_____

THE BIGGEST MOVING CHALLENGE WE EXPECT:

_____

_____

_____

_____



TemplateTrove.com

OUR MOVING PRIORITIES

Choose what matters most so your time and energy go in the right places.

WE MOST WANT THIS MOVE TO FEEL...

- [ ] Organized
- [ ] Affordable
- [ ] Calm
- [ ] Efficient
- [ ] Well Planned
- [ ] Flexible
- [ ] Family Friendly
- [ ] Less Cluttered
- [ ] Other: _____



OUR TOP FIVE PRIORITIES

1. _____
2. _____
3. _____
4. _____
5. _____

WHAT WE ARE WILLING TO KEEP SIMPLE:

- _____
- _____
- _____
- _____



A successful move does not have to be a perfect move.

TemplateTrove.com

MASTER MOVING TIMELINE

Moving Date: _____ Today: _____

8+ WEEKS BEFORE

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

6 WEEKS BEFORE

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

4 WEEKS BEFORE

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

2 WEEKS BEFORE

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

FINAL WEEK

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

MOVING DAY

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

FIRST WEEK IN NEW HOME

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

THE THREE DEADLINES I CANNOT MISS:

1. _____
2. _____
3. _____

TemplateTrove.com

MOVING BUDGET SNAPSHOT

Estimate the costs you expect so moving expenses are easier to track.

CATEGORY	ESTIMATED	ACTUAL
Movers / Truck Rental	$	$
Packing Supplies	$	$
Storage	$	$
Deposits / Setup Fees	$	$
Cleaning	$	$
Travel / Fuel	$	$
Meals	$	$
Child / Pet Care	$	$
Moving-Day Help	$	$
Other	$	$
Unexpected Costs	$	$

ESTIMATED MOVING TOTAL:

$ _____

AMOUNT SET ASIDE:

$ _____

CUSHION FOR UNEXPECTED COSTS:

$ _____

THE COST I MOST WANT TO KEEP UNDER CONTROL:

_____

_____

TemplateTrove.com

DECLUTTER BEFORE THE MOVE

Every item you let go of now is one less item to pack, move, and unpack.



KEEP

Moving with us.



DONATE

Useful, but no longer needed.



SELL

Worth the time and effort to sell.



DISCARD / RECYCLE

No longer useful or appropriate to keep.



ASK BEFORE PACKING IT:

- ☐ Do we use it?
- ☐ Do we still want it?
- ☐ Does it fit the new home?
- ☐ Is it worth the effort or cost to move?
- ☐ Would we choose to own it again?





THE AREA I MOST WANT TO DECLUTTER BEFORE PACKING:



Decide first. Pack second.

TemplateTrove.com

ROOM-BY-ROOM SORT PLAN

Choose which spaces need sorting before packing begins.

ROOM / AREA	SORT?	TARGET DATE	DONE
Entryway	☐		☐
Living Room	☐		☐
Dining Area	☐		☐
Kitchen	☐		☐
Primary Bedroom	☐		☐
Other Bedrooms	☐		☐
Bathrooms	☐		☐
Closets	☐		☐
Laundry Area	☐		☐
Home Office	☐		☐
Garage	☐		☐
Basement	☐		☐
Attic	☐		☐
Shed / Storage	☐		☐
Other	☐		☐

THE THREE AREAS THAT WILL MAKE THE BIGGEST DIFFERENCE:

1. _____
2. _____
3. _____

Decide first. Pack second.

TemplateTrove.com

KEEP, DONATE, SELL OR DISCARD

Use this page for items that need a decision before packing.

ITEM	KEEP	DONATE	SELL	DISCARD	DONE
1.	☐	☐	☐	☐	☐
2.	☐	☐	☐	☐	☐
3.	☐	☐	☐	☐	☐
4.	☐	☐	☐	☐	☐
5.	☐	☐	☐	☐	☐
6.	☐	☐	☐	☐	☐
7.	☐	☐	☐	☐	☐
8.	☐	☐	☐	☐	☐
9.	☐	☐	☐	☐	☐
10.	☐	☐	☐	☐	☐
11.	☐	☐	☐	☐	☐
12.	☐	☐	☐	☐	☐



DONATION DESTINATION: _____

_____



SELLING METHOD: _____

_____



DEADLINE FOR UNSOLD ITEMS: _____



• Do not let items waiting to be sold delay the entire move. •



TemplateTrove.com

ITEMS NOT MOVING WITH US

DONATE

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

SELL

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

GIVE TO FAMILY / FRIENDS

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

DISCARD / RECYCLE

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

EVERYTHING ABOVE SHOULD BE OUT OF THE HOUSE BY:

_____ / _____ / _____

Clearing these items early gives you more room to pack what is actually moving.

TemplateTrove.com

FURNITURE & MEASUREMENT PLANNER

Measure important furniture and compare it with the spaces and openings in the new home.

ITEM	WIDTH	DEPTH	HEIGHT	NEW ROOM	FIT?
1.	_____"	_____"	_____"		☐
2.	_____"	_____"	_____"		☐
3.	_____"	_____"	_____"		☐
4.	_____"	_____"	_____"		☐
5.	_____"	_____"	_____"		☐
6.	_____"	_____"	_____"		☐
7.	_____"	_____"	_____"		☐
8.	_____"	_____"	_____"		☐

OPENINGS TO CHECK

- ✓ Front Door: _____
- ✓ Other Exterior Door: _____
- ✓ Hallway: _____
- ✓ Stairway: _____
- ✓ Elevator, if applicable: _____
- ✓ Important Interior Doorway: _____

FURNITURE WE MAY NOT TAKE:

- _____
- _____
- _____
- _____

Measure before moving something that may not fit.

TemplateTrove.com

IMPORTANT DOCUMENTS & RECORDS

Keep important moving information together and easy to reach.

MOVING INFORMATION

- [ ] Moving contract or reservation
- [ ] Estimates / quotes
- [ ] New-home information
- [ ] Rental or closing documents that apply
- [ ] Utility confirmations
- [ ] Important contact information

HOUSEHOLD RECORDS

- [ ] Identification and essential personal records
- [ ] Insurance information
- [ ] School or childcare information, if applicable
- [ ] Pet records, if applicable
- [ ] Important home records

PHYSICAL DOCUMENTS WILL STAY:

_____

_____

DIGITAL FILES ARE STORED:

_____

_____

DO NOT PACK IMPORTANT DOCUMENTS WHERE YOU CANNOT REACH THEM DURING THE MOVE.

TemplateTrove.com



MOVING SUPPLIES PLANNER



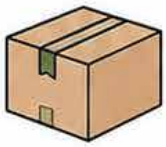
Estimate what you need before packing gets busy.

SUPPLY	HAVE	NEED	GET BY
Small Boxes	☐	☐	☐
Medium Boxes	☐	☐	☐
Large Boxes	☐	☐	☐
Specialty Boxes	☐	☐	☐
Packing Paper / Protective Material	☐	☐	☐
Packing Tape	☐	☐	☐
Markers	☐	☐	☐
Labels	☐	☐	☐
Resealable Bags	☐	☐	☐
Stretch Wrap, if needed	☐	☐	☐
Furniture Protection, if needed	☐	☐	☐
Other	☐	☐	☐



PACKING STATION READY

- ☐ Markers together
- ☐ Labels available
- ☐ Tape easy to find
- ☐ Boxes grouped together
- ☐ Box inventory pages accessible



A small packing station prevents repeated searches for supplies.



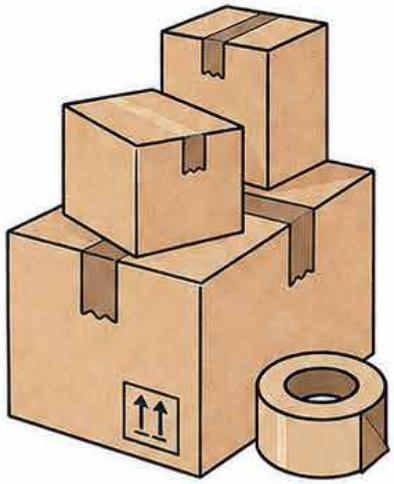
TemplateTrove.com

OUR PACKING STRATEGY

Choose a few simple rules and use them consistently.

WE WILL...

- [ ] Declutter before packing each area.
- [ ] Pack one room or category at a time.
- [ ] Give every box a room destination.
- [ ] Number boxes.
- [ ] Keep a box inventory.
- [ ] Mark fragile boxes clearly.
- [ ] Identify boxes to open first.
- [ ] Avoid mixing unrelated rooms when practical.
- [ ] Keep essentials out of the moving truck or packed boxes.
- [ ] Finish partially packed boxes before starting too many new ones.



OUR PACKING START DATE: _____

OUR PACKING GOAL EACH WEEK: _____

OUR MAIN PACKING AREA: _____

Consistency matters more than a complicated system.

TemplateTrove.com

BOX LABELING SYSTEM

A clear label now prevents guessing later.

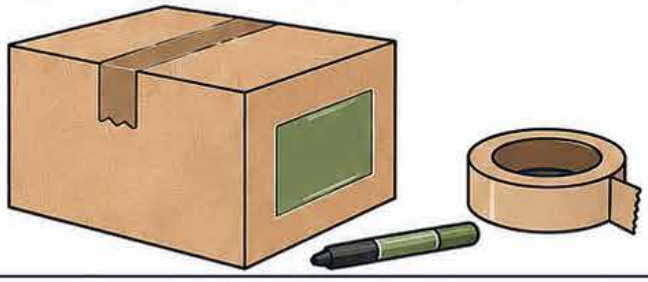
BOX #:	027
ROOM:	KITCHEN
CONTENTS:	Baking pans, mixing bowls
OPEN:	☐ FIRST ☐ SOON ☐ LATER
☐ **FRAGILE**	

OUR ROOM LABELS

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

EVERY BOX SHOULD HAVE...

- ☐ Box number
- ☐ Destination room
- ☐ Short contents description
- ☐ Unpacking priority when useful
- ☐ Fragile marking when appropriate



OUR FIRST BOX NUMBER: _____

OUR LABELS / MARKERS WILL BE KEPT: _____

Label more than one visible side when helpful.

TemplateTrove.com



PACKING PRIORITY PLANNER



Pack less-used belongings first and everyday essentials last.

PACK NOW

We will not need these before moving.

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

PACK SOON

We can live without these during the final weeks.

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

PACK LAST

We still use these regularly.

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____



DO NOT PACK WITH REGULAR BOXES



Important documents • moving-day essentials • first-night necessities

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____



• Packing in the right order makes the final week easier. •

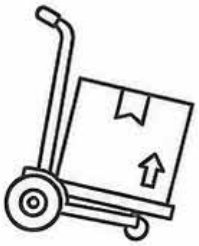




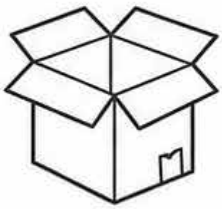
TemplateTrove.com



ROOM-BY-ROOM PACKING PLAN



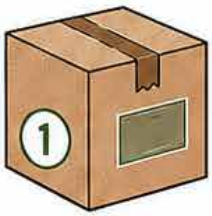
ROOM / AREA	START	FINISH BY	WHO	STATUS
Living Room				○ NOT STARTED ○ PACKING ○ READY
Dining Area				○ NOT STARTED ○ PACKING ○ READY
Kitchen				○ NOT STARTED ○ PACKING ○ READY
Primary Bedroom				○ NOT STARTED ○ PACKING ○ READY
Bedroom 2				○ NOT STARTED ○ PACKING ○ READY
Bedroom 3 / Other				○ NOT STARTED ○ PACKING ○ READY
Bathrooms				○ NOT STARTED ○ PACKING ○ READY
Closets				○ NOT STARTED ○ PACKING ○ READY
Office				○ NOT STARTED ○ PACKING ○ READY
Laundry				○ NOT STARTED ○ PACKING ○ READY
Garage				○ NOT STARTED ○ PACKING ○ READY
Basement / Storage				○ NOT STARTED ○ PACKING ○ READY



THE ROOM WE SHOULD PACK FIRST:



TemplateTrove.com



BOX INVENTORY LOG

Number each box and record enough information to find important belongings later.

BOX #	ROOM	CONTENTS	PRIORITY	UNPACKED
1				☐
2				☐
3				☐
4				☐
5				☐
6				☐
7				☐
8				☐
9				☐
10				☐
11				☐
12				☐

PRIORITY KEY

(1) OPEN FIRST (2) OPEN SOON (3) LATER

BOX NUMBERS USED ON THIS PAGE: _____ THROUGH _____



Print additional copies of this page as needed.

TemplateTrove.com

FRAGILE & HIGH-VALUE ITEM RECORD



Use this page for belongings you want to track more carefully during the move.

ITEM	BOX # / METHOD	CURRENT CONDITION	PHOTO?	ARRIVED OK?
1.			☐ YES ☐ NO	☐ YES ☐ NO
2.			☐ YES ☐ NO	☐ YES ☐ NO
3.			☐ YES ☐ NO	☐ YES ☐ NO
4.			☐ YES ☐ NO	☐ YES ☐ NO
5.			☐ YES ☐ NO	☐ YES ☐ NO
6.			☐ YES ☐ NO	☐ YES ☐ NO
7.			☐ YES ☐ NO	☐ YES ☐ NO
8.			☐ YES ☐ NO	☐ YES ☐ NO

BEFORE MOVING

- ☐ Record important identifying information when useful
- ☐ Take condition photos when useful
- ☐ Confirm special handling arrangements when needed
- ☐ Keep important records accessible



ITEMS TRAVELING WITH US INSTEAD OF WITH REGULAR BOXES:

1. _____
2. _____
3. _____
4. _____
5. _____

Handle with care. Track what matters.

TemplateTrove.com

CLOTHES & CLOSET PACKING PLAN

BEFORE PACKING

- [ ] Remove clothing we no longer want
- [ ] Set aside clothing needed before moving
- [ ] Set aside moving-day clothing
- [ ] Prepare first-night clothing
- [ ] Group clothing by person or room



CATEGORY	PACKING METHOD	BOX / BAG #
Hanging Clothes		
Folded Clothes		
Shoes		
Coats		
Accessories		
Seasonal Clothing		
Other Closet Items		

CLOTHING THAT SHOULD STAY ACCESSIBLE:

- _____
- _____
- _____
- _____

TemplateTrove.com

KITCHEN PACKING PLAN



Pack less-used kitchen items first and keep a small working kitchen until the end.

PACK EARLY

- [ ] Specialty appliances
- [ ] Extra dishes
- [ ] Serving pieces
- [ ] Seasonal items
- [ ] Rarely used cookware
- [ ] Extra pantry items being moved

PACK LATER

- [ ] Everyday dishes
- [ ] Everyday cookware
- [ ] Basic utensils
- [ ] Frequently used appliances
- [ ] Daily food-preparation items

KITCHEN OPEN-FIRST BOX

- [ ) _____
- [ ) _____
- [ ) _____

OPEN FIRST

- [ ) _____
- [ ) _____
- [ ) _____

KITCHEN BOX NUMBER RANGE:

_____ TO _____

TemplateTrove.com

BATHROOM, LINEN & LAUNDRY PACKING

BATHROOMS



- [ ] Declutter cabinets and drawers
- [ ] Pack extras first
- [ ] Keep everyday toiletries accessible
- [ ] Prepare first-night toiletries
- [ ] Separate items that should not go into regular boxes

LINENS



- [ ] Extra bedding
- [ ] Extra towels
- [ ] Seasonal linens
- [ ] Everyday bedding packed last
- [ ] First-night bedding set aside

LAUNDRY



- [ ] Sort unused supplies
- [ ] Pack extras
- [ ] Keep basic laundry needs accessible
- [ ] Empty and prepare storage areas

KEEP ACCESSIBLE UNTIL THE END:

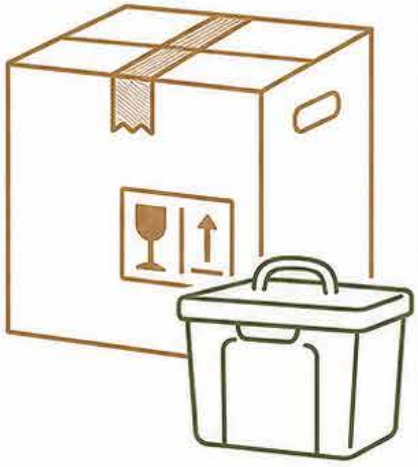
- _____
- _____
- _____
- _____
- _____

TemplateTrove.com

GARAGE, BASEMENT & STORAGE PACKING

Sort these areas carefully before packing boxes of items you no longer need.

- [ ] Remove obvious trash
- [ ] Separate donations
- [ ] Identify items staying with the property
- [ ] Group similar belongings
- [ ] Pack seasonal items
- [ ] Label tools and household supplies clearly
- [ ] Decide what should be transported separately
- [ ] Confirm requirements from your mover or rental provider for items they will not transport



TOOLS

SEASONAL ITEMS

HOUSEHOLD SUPPLIES

NOT MOVING

THIS AREA SHOULD BE FULLY READY BY: _____

TemplateTrove.com

6-8 WEEKS BEFORE MOVING

Start with decisions that make everything else easier.

- [ ] Confirm moving date
- [ ] Decide how the move will be handled
- [ ] Request or review moving estimates if needed
- [ ] Build moving budget
- [ ] Begin decluttering
- [ ] Start room-by-room sort plan
- [ ] Measure important furniture
- [ ] Begin gathering moving supplies
- [ ] Create packing system
- [ ] Start packing rarely used belongings
- [ ] Review important records
- [ ] Identify major deadlines

MY THREE MOST IMPORTANT TASKS DURING THIS STAGE

1. _____
2. _____
3. _____

NEXT CHECK-IN DATE: _____

TemplateTrove.com

4 WEEKS BEFORE MOVING

- [ ] Packing is underway
- [ ] Box numbering system is being used
- [ ] Box inventory is current
- [ ] Donation / sale items are leaving the home
- [ ] Moving arrangements are confirmed
- [ ] Utility-transfer plan started
- [ ] Address-change list started
- [ ] Important documents are organized
- [ ] Furniture plan reviewed
- [ ] Supplies restocked if needed
- [ ] Items that need special handling identified
- [ ] Moving-day help reviewed

AREAS STILL NEEDING THE MOST WORK:

1. _____
2. _____
3. _____
4. _____
5. _____

MY NEXT PACKING TARGET:

_____

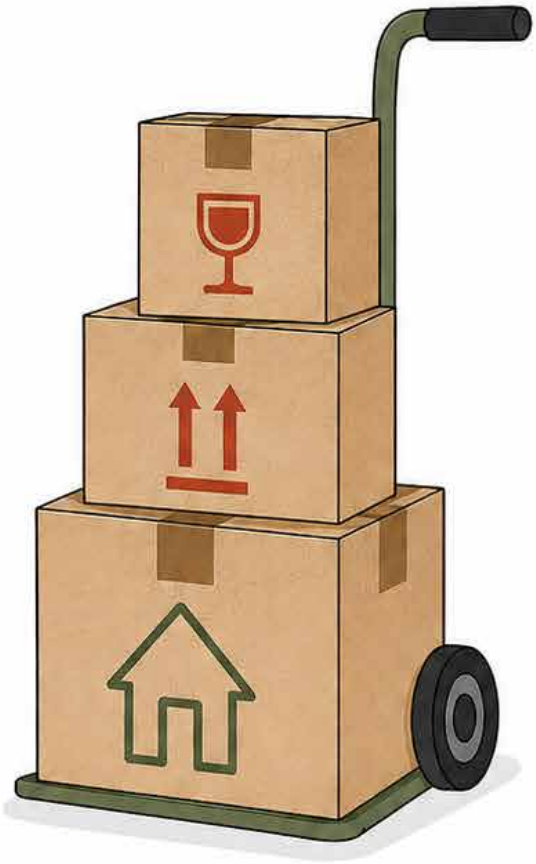
_____

TemplateTrove.com

2 WEEKS BEFORE MOVING

Most planning should now turn into confirmation and completion.

- [ ] Most nonessential belongings packed
- [ ] Address changes underway
- [ ] Utility stop / start dates confirmed
- [ ] Moving arrangements reconfirmed
- [ ] Box inventory updated
- [ ] First-night needs reviewed
- [ ] Important documents set aside
- [ ] Moving-day transportation plan confirmed
- [ ] Child or pet arrangements confirmed, if applicable
- [ ] Remaining food plan reviewed
- [ ] Cleaning plan established
- [ ] Items not moving are nearly gone
- [ ] Final-week tasks assigned



THE THREE THINGS MOST LIKELY TO CAUSE LAST-MINUTE STRESS:

1. _____
2. _____
3. _____

TemplateTrove.com

FINAL WEEK BEFORE MOVING

- [ ] Finish regular packing
- [ ] Confirm moving-day start time
- [ ] Confirm addresses and directions
- [ ] Charge important devices
- [ ] Prepare essentials boxes / bags
- [ ] Prepare first-night clothing and bedding
- [ ] Keep important documents accessible
- [ ] Review box inventory
- [ ] Complete most cleaning that can happen early
- [ ] Finish removing donation / discard items
- [ ] Set aside belongings traveling with us
- [ ] Confirm keys and access arrangements
- [ ] Review old-home final walkthrough
- [ ] Review new-home arrival checklist
- [ ] Assign moving-day responsibilities



DO NOT PACK THESE BY ACCIDENT

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

The final week is for finishing and confirming—not inventing a new system.

TemplateTrove.com



CHANGE OF ADDRESS & NOTIFICATIONS



Use this page to track who has been given your new address.

CATEGORY / ORGANIZATION	UPDATED	DATE
Postal Mail / Forwarding	☐	
Banks / Financial Accounts	☐	
Insurance	☐	
Employer	☐	
Schools / Childcare	☐	
Medical / Dental Offices	☐	
Government Records That Apply	☐	
Subscriptions	☐	
Memberships	☐	
Online Shopping / Delivery Accounts	☐	
Friends / Family	☐	
Other	☐	
Other	☐	

OUR NEW MAILING ADDRESS:



_____

_____

_____

_____



Update only the organizations and records that apply to your household.



TemplateTrove.com

UTILITIES & SERVICES TRANSFER

SERVICE	OLD HOME STOP	NEW HOME START	CONFIRMED
Electricity			☐
Natural Gas / Other Heating Service			☐
Water / Sewer			☐
Internet			☐
Trash / Recycling			☐
Security Service			☐
Home Phone, if applicable			☐
Other			☐

CONFIRMATION NUMBERS / NOTES

SERVICES THAT REQUIRE EQUIPMENT RETURN OR PICKUP:

Confirm details directly with each provider.

TemplateTrove.com

MOVERS / TRUCK RENTAL DETAILS

Company: _____

Contact Person: _____

Phone: _____

Reservation / Reference Number: _____

Moving Date: _____

Arrival / Pickup Time: _____

Pickup Address: _____

_____

Destination Address: _____

_____

COST DETAILS

Estimate / Quote: _____

Deposit: _____

Remaining Balance: _____

Other Charges to Expect:

_____

_____

CONFIRMED

- ☐ Date
- ☐ Time
- ☐ Addresses
- ☐ Services included
- ☐ Items or services not included
- ☐ Payment expectations
- ☐ Access / parking requirements

QUESTIONS OR SPECIAL INSTRUCTIONS:

_____

_____

_____

_____

TemplateTrove.com

MOVING DAY
ROLES & RESPONSIBILITIES

Decide who is handling important jobs before everyone gets busy.

RESPONSIBILITY	PERSON	NOTES
1 Mover / Truck Contact		
2 Old Home Final Sweep		
3 Box / Inventory Check		
4 Important Documents		
5 Essentials Bags		
6 Children / Pet Needs		
7 Transportation		
8 New Home Entry / Keys		
9 Directing Boxes to Rooms		
10 Food / Drinks / Breaks		
11 Other		

IF SOMETHING CHANGES, OUR MAIN DECISION-MAKER IS:

_____

Clear responsibilities prevent everyone from assuming someone else handled it.

TemplateTrove.com

KIDS, PETS & SPECIAL CONSIDERATIONS

Plan for the household members who may need additional attention during the move.

CHILDREN, IF APPLICABLE

- ☐ Moving-day supervision planned
- ☐ Favorite comfort items kept accessible
- ☐ Moving-day clothing prepared
- ☐ School / childcare transition details reviewed
- ☐ New bedroom essentials identified

PETS, IF APPLICABLE

- ☐ Moving-day care plan established
- ☐ Food and routine supplies accessible
- ☐ Travel arrangement prepared
- ☐ Identification / records reviewed
- ☐ Safe arrival space planned

OTHER SPECIAL CONSIDERATIONS

_____

_____

_____

_____

_____

THE PERSON RESPONSIBLE FOR THIS PLAN:

_____

TemplateTrove.com

MOVING DAY CHECKLIST



1. BEFORE LOADING / LEAVING

- [ ] Important documents with us
- [ ] Essentials bags with us
- [ ] Phones charged
- [ ] Keys organized
- [ ] Box inventory accessible
- [ ] Movers / helpers know destination
- [ ] Belongings staying with us separated

2. DURING THE MOVE

- [ ] Direct boxes to correct rooms
- [ ] Keep important belongings together
- [ ] Check box numbers when useful
- [ ] Keep pathways reasonably clear
- [ ] Complete final sweep before leaving

3. AT THE NEW HOME

- [ ] Confirm access
- [ ] Identify room destinations
- [ ] Place essentials where easy to find
- [ ] Check major furniture placement
- [ ] Complete arrival walkthrough

THE ONE THING WE MOST NEED TO REMEMBER TODAY:

_____

_____

_____

TemplateTrove.com

OLD HOME FINAL WALKTHROUGH

Walk through every area one final time before leaving.

- [ ] Kitchen cabinets and drawers checked
- [ ] Refrigerator / freezer checked
- [ ] Bathroom cabinets checked
- [ ] Bedroom closets checked
- [ ] Hall closets checked
- [ ] Laundry area checked
- [ ] Garage checked
- [ ] Basement checked
- [ ] Attic checked, if applicable
- [ ] Shed / outdoor storage checked
- [ ] Porch / patio / deck checked
- [ ] Items meant to stay are still present
- [ ] Trash removed as appropriate
- [ ] Windows / doors reviewed
- [ ] Keys handled as required





LAST ITEMS REMOVED FROM THE HOME:

_____

_____

_____

_____

☐ FINAL WALKTHROUGH COMPLETE

TemplateTrove.com

MOVING ESSENTIALS BOX PLANNER



Pack what you will want before you are ready to unpack the entire house.

HOUSEHOLD BASICS

- [ ] Paper towels
- [ ] Toilet paper
- [ ] Trash bags
- [ ] Basic cleaning items
- [ ] Hand soap
- [ ] Simple basic tools



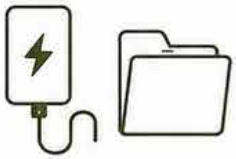
PERSONAL BASICS

- [ ] Toiletries
- [ ] Change of clothes
- [ ] Towels
- [ ] Essential personal items



TECH & INFORMATION

- [ ] Phone chargers
- [ ] Important contact information
- [ ] Moving paperwork
- [ ] Internet / utility information



OUR OTHER OPEN-FIRST ITEMS

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

THIS BOX / BAG WILL TRAVEL:

- [ ] With Us
- [ ] Clearly Separated

TemplateTrove.com

FIRST NIGHT PLAN

You do not need the whole house unpacked. You only need the basics for tonight.

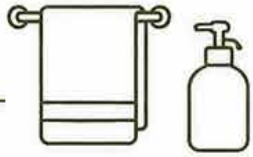
SLEEP

- [ ] Bedding accessible
- [ ] Pillows accessible
- [ ] Comfortable clothes available



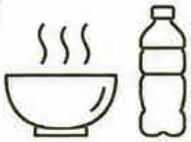
BATHROOM

- [ ] Towels available
- [ ] Toiletries available
- [ ] Bathroom basics set up



FOOD

- [ ] Simple meal plan
- [ ] Drinks available
- [ ] Basic kitchen items accessible if needed



TECH

- [ ] Chargers available
- [ ] Important devices located



TOMORROW MORNING

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

THE FIRST ROOM WE WANT FUNCTIONING:

_____

Comfort first. Full unpacking can wait.

TemplateTrove.com

NEW HOME ARRIVAL CHECKLIST

- [ ] Entry access confirmed
- [ ] Keys accounted for
- [ ] Main rooms identified for movers / helpers
- [ ] Utility status checked
- [ ] Basic condition walkthrough completed
- [ ] Existing concerns photographed or recorded when useful
- [ ] Essentials placed somewhere easy to find
- [ ] Important documents kept together
- [ ] Furniture directed to intended rooms
- [ ] Boxes placed in labeled rooms
- [ ] High-priority boxes identified
- [ ] Fragile / high-value items checked

REMEMBER:
Stay calm, take breaks, and focus on what matters most today.

WHAT WE NOTICED ON ARRIVAL:

FIRST NEW-HOME PRIORITY:

TemplateTrove.com



UNPACKING PRIORITY PLAN



Make the home functional before trying to make every room finished.

1 FIRST 24 HOURS

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Beds • bathrooms • basic food • essentials • chargers

2 FIRST FEW DAYS

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Everyday clothing • kitchen basics • work / school needs

3 CAN WAIT

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Decor • seasonal belongings • lower-use storage

THE THREE ROOMS WE WANT FUNCTIONAL FIRST

1. _____
2. _____
3. _____

Functional first. Finished later.

TemplateTrove.com



ROOM-BY-ROOM UNPACK TRACKER



ROOM / AREA	ESSENTIALS	MOSTLY UNPACKED	FINISHED
Kitchen	○	○	○
Living Room	○	○	○
Dining Area	○	○	○
Primary Bedroom	○	○	○
Other Bedrooms	○	○	○
Bathrooms	○	○	○
Closets	○	○	○
Laundry	○	○	○
Office	○	○	○
Garage	○	○	○
Basement / Storage	○	○	○
Other	○	○	○

BOXES THAT STILL NEED A HOME: _____

_____

_____

_____

_____

Do not let one difficult box stop progress in an entire room.

TemplateTrove.com

NEW HOME SETUP & SAFETY CHECK




Learn the important basics of the new home while everything is still fresh in your mind.




- [ ] Main water shutoff location identified
- [ ] Electrical panel location identified
- [ ] Heating / cooling information reviewed
- [ ] Smoke alarms reviewed
- [ ] Carbon monoxide alarms reviewed where applicable
- [ ] Exterior doors and locks reviewed
- [ ] Important keys identified
- [ ] Emergency contact information updated
- [ ] Trash / recycling routine understood
- [ ] Mail location or routine established

MAIN WATER SHUTOFF:

_____

_____

ELECTRICAL PANEL:

_____

_____

OTHER IMPORTANT NEW-HOME INFORMATION:

_____

_____

_____

_____

Record important information now so you do not have to rediscover it later.

TemplateTrove.com

MOVING EXPENSE FINAL REVIEW

Compare what you expected to spend with what the move actually cost.

CATEGORY	ESTIMATED	ACTUAL	DIFFERENCE
Movers / Truck			
Packing Supplies			
Storage			
Deposits / Setup Fees			
Cleaning			
Travel / Fuel			
Meals			
Child / Pet Needs			
Other			
Unexpected			

ORIGINAL ESTIMATE:	FINAL COST:	DIFFERENCE:
_____	_____	_____

WHERE WE SPENT MORE THAN EXPECTED:

_____

_____

WHERE WE SAVED MONEY:

_____

_____

WHAT WE WOULD BUDGET DIFFERENTLY NEXT TIME:

_____

_____

TemplateTrove.com

MOVE COMPLETE REVIEW

Before putting the moving boxes and checklists away, notice what worked.

1 WHAT MADE THIS MOVE EASIER?

2 WHAT WAS HARDER THAN EXPECTED?

3 WHICH PART OF OUR PACKING SYSTEM WORKED BEST?

4 WHAT WOULD WE DO DIFFERENTLY NEXT TIME?

5 WHAT STILL NEEDS TO BE FINISHED?

OUR MOVE FELT...

1 OVERWHELMING
2
3 MOSTLY MANAGEABLE
4
5 ORGANIZED & MANAGEABLE

OUR FINAL SETTLING-IN TASKS

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

WE MADE THE MOVE.

The boxes do not all need to disappear today.
Keep settling in one manageable step at a time.

Plan clearly. Pack intentionally. Move forward.

TemplateTrove.com



Find More Free Printable Workbooks at TemplateTrove.com

Helpful printables for home, family, and everyday organization.

