

The Monster!

Your Moving Tasks Idea List



The Monster! Your Moving Tasks Idea List

Welcome to **THE MONSTER!** Brought to you by Sheila Lindsay Martin of <http://MovingForBusyWomen.com>

Naturally, you won't use each and every task on this list. Just use it as a Memory Jogger.

You could simply use these pages as your own Task List, but I highly recommend that instead you:

- 1 **Cross out** the items that don't apply to you
- 2 Scribble notes on the pages with ideas of your own that occur to you while going through **The Monster**
- 3 Add all your new tasks into **your trusted system**
- 4 If you have any ideas for tasks that could be added to The Monster, I'd be so grateful if you'd share them on the [Facebook Page](#) for everyone else ... and I'll add them into the next edition of the course.



Now, let's begin...

THE MONSTER LIST

DESIGN THE SYSTEM

- Try out Organizing Software
- Learn the System
- Set up Project Names, etc.
- Start Adding Tasks
- Set Up Your Smooth Move Binder
- Buy Binder or Portable File Box, Tabs, Plastic Sleeves, Stickers
- Print Planners, Labels & Checklists
- Fill Out the Planners
 - Storage Plan
 - Furniture Arrangement Plan
 - Pack in Vehicles Checklist
 - Departure Day Plan
 - Arrival Survival Plan
- Train Family / Assistants
 - Involve Younger Kids
 - Purging
 - Color Coding
 - Planning Bedroom in New Home
 - Divvy Up Tasks with Spouse & Older Kids
 - Pay Attention to Their Strengths
 - Add them as a User to the Software, for Easy Collaboration
 - Ask for Help from Good Friends, Neighbors
 - Packing Dishes?
 - Taking Donations to Thrift Store?
 - Child or Pet Care?
 - Final Night Sleepover?

THE MOVERS

- Schedule Meetings with 3+ Movers
 - Referrals from Friends, Realtor?
 - MUST Visit Your Home
 - Get Quotes in Writing
- Check References
- Sign the Contract and Put Down a Deposit
- Close to Date: Confirm Details
 - Day & Time
 - Address + Parking Guidelines
 - Mobile Phone Numbers (share yours and theirs)
 - Floor Layout
 - Special Instructions (Fragile or Oversized Items, Elevator, etc)

CONTACTS TO UPDATE

- Family & Friends
- Accountant
- Lawyer
- Post Office – Get Mail Forwarding Kit
- Financial Institutions
- Credit Cards
- Insurance Companies (Home, Vehicles, Medical)
- Schools & University
- Child Care Providers
- Doctors & Specialists
- Dentist
- Associations & Clubs
- Magazines
- Children's Friends
- Voter Registration (Local, State/Provincial, Federal)
- Federal Government Departments (Tax, Pensions, etc)
- Pensions from Work

TO DO BEFORE THE MOVE

- Make Final Visits
 - Doctors
 - Dentist
 - Optometrist
 - Other Specialists
 - Vet
 - Pharmacy for Medications
 - Neighbors
 - Friends
 - Children's Friends
- Plan Travel
 - Prepare Vehicles
 - Check Gas, Oil, Water
 - Check Tire Pressure
 - Complete Any Servicing Needed
 - Book Air Travel
 - Book Flights
 - Need Passports?
 - Book Taxis or Airport Limos?
 - Book a Rental Car
 - Reserve a Hotel or Motel
 - Prepare Pets for Travel
 - Shots Needed?
 - Special Carrier?
 - Talk to Vet About Stress Relief
- Get Items Out of Storage
 - Self-Storage Unit?
 - Kids' Lockers?
 - Gym Lockers?
 - Items Stored with Friends or Family?
- Think About Storage at the New Home
 - Research Options
 - Create a Storage Plan

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- Purchase Essentials for New Home
 - Blinds, curtains, drapes?
 - Area rugs?
 - Furniture?
 - Appliances?
 - What can wait until after you arrive?
 - Research the New Community
 - Children's Schools
 - Day Care
 - Pet Care
 - Medical & Dental
 - Recreation & Fitness
 - Bank or Credit Union
 - Welcome Wagon
 - Service Providers
 - Associations and Clubs
 - Update Insurance
 - Get Appraisals of Expensive Items
 - Take Video of Important Items
 - For Home Insurance
 - For Claims of Moving Damage
 - Transfer Existing Insurance Policies
 - Home (Owners' or Renters')
 - Vehicles
 - Medical
 - Get Coverage for Moving Day!
 - Schedule Cleaning & Repairs
 - Move-Out Cleaners
 - Move-In Cleaners
 - Carpets / Drapes / Area Rugs
 - Painting
 - Repairs

IF SELLING

- Schedule Appointment with Notary / Lawyer
- Gather Docs & Manuals for New Owner
 - Appliances
 - Heating & Cooling Systems
 - Warranties
 - Local Service Providers
 - Blueprints
- Confirm Move-Out Day & Time with Realtor
- If Your Home Will Be Empty For a While...
 - Notify Insurance Company
 - Notify Police
 - Mow Lawn Just Before Leaving

IF RENTING

- Arrange for Walk-Through of Old Place
- Collect Security and Pet Deposits
- Sign Lease and Provide Deposit on New Place
- Reserve Apartment Elevator

ETC.

- Return Library Books & DVDs
- Return Items Borrowed from Friends or Neighbors
- Collect Items You've Lent
- Collect Laundry & Dry Cleaning
- Get Cash for Tips and Travel
- Set Aside Some Packing Materials for Last-Day Packing
- Figure Out What to Do with Final Trash!

SERVICES & UTILITIES TO NOTIFY

- Electric Company
- Gas Company
- Cable or Satellite TV / Internet

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- Water
 - Garbage & Recycling Pickup
 - Mobile Phone Service
 - Landline Phone Service
 - Cleaners
 - Gardeners
 - Pool Service
 - Newspapers

MOVING SALE

- Set the Date
- Research Prices
- Get Supplies
 - Signs
 - Price Tags
 - Shopping Bags?
 - Money Bag or Strong Box?
 - Cash & Coins for Change
- Price Items
- Make Signs
- Advertise the Sale
 - Local Newspaper
 - CraigsList
 - Facebook Group(s)
- Clean the Garage or Yard
- Put Out Signs in the Neighborhood

PURGING

- Purge by Areas / Types of Goods
 - Attic
 - Basement
 - Tool / Garden Shed
 - Garage
 - Toys

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- Clothes
 - Recreation & Sports Gear
 - Crafts Supplies
 - Tools
 - Storage Locker
 - Dispose of Items That Can't Be Moved
 - Engine Oil
 - Paints
 - Weed Killer
 - Empty (or Discard) Propane Tanks
 - Drain Fuel from Mowers
 - Get Rid of Unwanted Items
 - Give Away
 - Donate
 - Sell
 - Recycle
 - To Dump

PACKING

- Gather Packing Supplies
 - Sources
 - Moving Company
 - Liquor Store or Grocery Store
 - Office Supply Store
 - Packing Supply Store
 - Packing Tape
 - Bubble Wrap
 - Packing paper
 - Box Cutters
 - Box Labels
 - Fragile Stickers
 - Wardrobe Boxes
 - Dish Barrels
 - Picture Boxes

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- Small Boxes
 - For Books
 - For Small, Heavy Items
 - Medium Size Boxes
 - Large Boxes for Light Items
 - Put Sheets & Towels Around Fragile Items
 - Pack Special or Bulky Items
 - Lamps
 - Mirrors
 - Artwork
 - Glass Tabletop / Mirrors
 - Mattresses
 - Musical Instruments
 - Large Furniture
 - Pack All but Last-Day Essentials
 - Master Bedroom
 - Master Bathroom
 - Other Bathroom(s)
 - Kids' Rooms
 - Garage
 - Living Room
 - Dining Room
 - Kitchen
 - Shed
 - Attic
 - Media Room
 - Play Room
 - Hall Closet
 - [Etc. – Name each room and storage area]
 - Pack Items to Go in Vehicles
 - "Travel Kit"
 - Cell Phones, Tablets, Chargers
 - Your Smooth Move Binder!
 - Water & Snacks

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- Child Care Essentials
 - Games, Toys, Reading
 - Blanket
 - Paper Towels or Wipes
 - Pet Care Essentials
 - Dry Food & Bowl
 - Poop Bags / Litter Box
 - Leash / Harness
 - Favorite Toy
 - "Open Me First" for Kitchen
 - Tools for Unpacking
 - Cleaning Aids
 - Kitchen Essentials
 - "Open Me First" for Bed & Bath
 - In Suitcases
 - Valuables
 - Jewelry
 - Important Papers
 - Nightclothes
 - Toiletries
 - Computers

ON MOVING DAY

- Departure Plan
 - Final Packing & Cleaning
 - Beds & Bed Linens
 - Toiletries
 - Fridge Items
 - Window Coverings
 - Electronics
 - Load Vehicles
 - Your Prepacked "Travel Kit"
 - Child Care Essentials Kit
 - Pet Care Essentials Kit

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- Suitcases
 - Supervise the Loading
 - Review Bill of Lading with Crew Chief
 - Any Final Cleaning
 - Old Home Walk-Through & Handovers
 - House Keys & Mail Keys
 - Garage Openers
 - Security Codes
 - Manuals & Warrantees
 - Construction Blueprints
 - Arrival Survival Plan
 - New Home Walk-Through with Realtor / Landlord
 - Check Condition of Home
 - House Keys & Mail Keys
 - Garage Openers
 - Security Codes
 - Manuals & Warrantees
 - Blueprints
 - Protect Floors or Carpets
 - Put Up the Color-Coded Room Labels
 - Direct the Movers
 - Check Incoming Goods Against the Inventory List
 - Note Any Damage on the Inventory
 - Unload Own Vehicles
 - Open the Unpacking Kit
 - Unpack the "Open Me First" Boxes & Suitcases
 - Make the Beds!
 - Remember to Drink Water & Eat

IN YOUR NEW HOME

- Buy Groceries
- Update Drivers' Licenses and Vehicle Registration
- Register Kids for School
- Collect Any Monies Due to You

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- Rental Deposits
 - Prepaid Utilities
 - Do Any Needed Repairs
 - Review and Test Home Security
 - Replace Locks
 - Smoke Alarms
 - Fire Extinguishers
 - Security Alarm
 - Outside Lighting
 - Update Addresses
 - Get Pet Licenses
 - Explore and Enjoy Your New Community!

More Ideas for Smoothing Your Move

Get the Book at Amazon



Pick up the book, "Moving For Busy Women" at Amazon today. Discover the 5 Simple Steps to get from overwhelmed to organized.

As one reviewer said, this will "revolutionize your move."



Use the 29 Printables: Checklists + Planners + Labels

29 pretty printables, to accompany the "Moving for Busy Women" book.

Checklists + Planners + Labels to organize every step of your move. And they're ink-friendly too!

[Click here to see more samples](#)



Enjoy the Smooth Move System Video Course + Printables



If you're a visual learner, [The Smooth Move System Video Course + Printables](#) was designed for you!

Get all the great organization tips & strategies found in the Book AND all the checklists + planners + labels.

And you can come back to the course at any time (for your next move and the one after that...).

Get Toys for Your New Kitchen



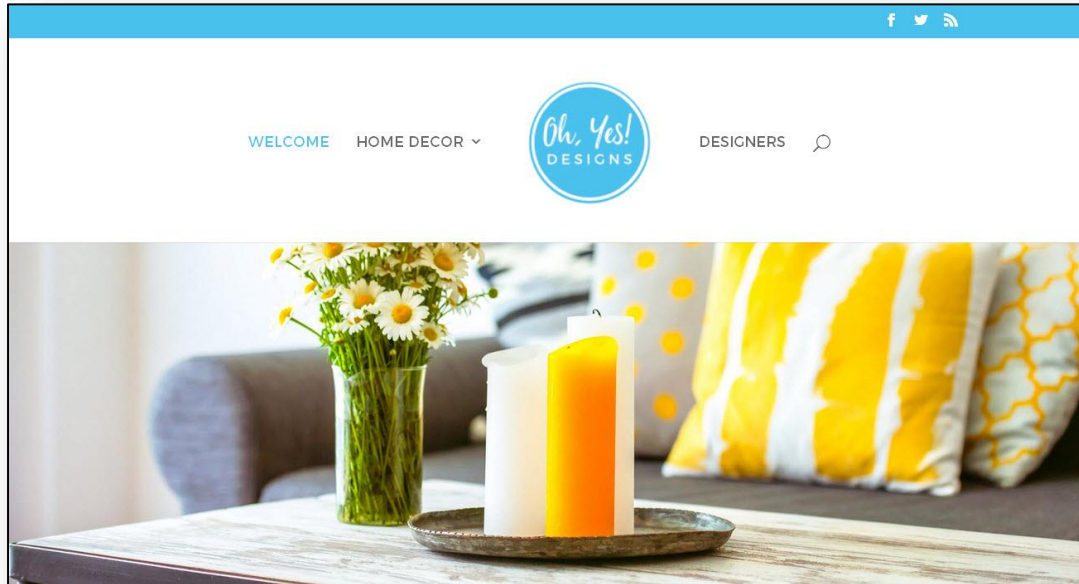
Sometimes it's the simple things in life that bring us the most joy.

Creating a kitchen with the colors and shapes that make us smile is

a way to experience that pleasure every day.

We've collected kitchen and dining products that are beautiful, functional, and fun. You can see them now at [Toys For My Kitchen](#).

Visit [Oh, Yes! Designs](#) ... for Beautiful Things for Your New Home



Sheila's newest project is [Oh, Yes! Designs](#) ... a website, Facebook page, and Instagram account where she and her husband, Bob, showcase "the best of the best" of the work of designers and artisans on sites like Etsy, Zazzle, Society 6, and more.

As well, Sheila is starting to produce her own designs ... for everything from iPhone cases to shower curtains to wall art, and more. She'll be adding more and more of them to the site in the coming months.

Designing — and discovering — beautiful things makes my heart smile. Come and see our pretty pillows, pottery, tech toys and more ... to enhance your unique home & lifestyle.
— Sheila Martin

Website:

<http://ohyesdesigns.com/>

Instagram:

<https://www.instagram.com/ohyesdesigns/>

Twitter:

<https://twitter.com/OhYesWriters>

Facebook:

<https://www.facebook.com/OhYesDesignsForYou>

That's all folks! Happy moving!