

CHANGING-PLACES INC

ORGANIZATION • RELOCATION • DESIGN SERVICES • WORLDWIDE

Good advice for getting organized to move:

1. **GET ORGANIZED:** Start in the attic, storage unit or garage. Clean out and sort before moving so there is less to do at the other end. Show prospective buyers that there is lots of storage in your home.

2. **LABEL FOUR BOXES FOR SORTING:**

Give away: Donate to your favorite charity or someone who can really appreciate the items as gifts.

Throw away: Have a supply of heavy garbage bags to use for trash.

Keep/Save: Buy boxes (1.5 or 3.2 cubic feet) to pack items to be moved.

Fix: Items needing repair should be put it in the car and dealt with right away or given to someone who has the time to get them fixed.

Sort your belongings according to the above categories. If you need help doing this, ask a friend, a neighbor or a family member. **IF YOU WANT PROFESSIONAL HELP, CALL CHANGING-PLACES!**

3. **GET STARTED:** Sit at a table and sort each item into your four categories. Keep focused and keep sitting down. Have your helpers bring you items to sort, and have them box or bag those items you have dealt with.

4. **HAVE A GOAL:** Know clearly what the goal is for the project. Keep referring back to this when distracted or out of focus. Time is money.

HINTS FOR MOVING: Designate colored dots for each room you are packing, i.e. master bedroom = green, living room = blue, kitchen = yellow, etc. Put the dot on the top and one side of each box. This will help the mover deliver each carton to the proper room much more easily and, if the boxes are going into storage, boxes for each room can be put together for easy retrieval. Remember to keep a list of what each color represents for your records. Also put a written description of the contents on each box for easier recognition.

Changing-Places, "The Moving Architects"

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