



GRETNA JUNCTION

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HOME & HOUSEHOLD

The Moving Day Organizer



Know what is packed, what is confirmed and what still needs a handoff.

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FREE PLANNING PACK

AI-GENERATED CONCEPT ART / VISUAL EDITION 2026-10-30

JUNCTION MOVING TOOLS

The Moving Day Organizer

Know what is packed, what is confirmed and what still needs a handoff.

Build a realistic move timeline, label boxes consistently and make the first evening easier to navigate. No mover booking or housing arrangement is supplied.

START HERE

1. Confirm the actual move date and access arrangements.
2. Choose a simple box numbering system.
3. Assign transport and service tasks with deadlines.
4. Pack an identifiable first-night box.

Time to begin: 30 minutes to begin; update when dates or arrangements change.

Free edition 1.0.0 | October 23, 2026

Included: six planning sections, four printable worksheet sets, eight editable CSV files, an offline HTML workbook, license and file manifest.

Print this PDF to write on the sheets. It has no fillable fields. Edit the CSVs in your own spreadsheet app; they contain no formulas. Keep completed copies privately.

THE PRACTICAL GUIDE

1. Separate the date you want from the date you have

Write the proposed move date, confirmed access times and the person who can resolve each dependency. Keep a booking reference in your private records. A date on the planner does not reserve a vehicle, authorize entry or confirm a home is ready.

Work backward from the actual access window. Assign small tasks with an owner: confirm transport, obtain boxes or arrange help. Leave room for a delayed handoff. Review contractual, tenancy or utility questions with the responsible party rather than relying on this planning sheet.

2. Pack by destination and a simple number

Give each box a unique code such as K-01 for the kitchen. Record its destination, broad contents and whether it is needed on the first day. Label more than one side so the code is visible when boxes are stacked.

Keep valuables and sensitive document details out of the shared box list. Record a private location reminder instead. Use appropriate packing guidance for the actual item. The box index tracks your plan; it does not establish that fragile or hazardous items have been packed correctly.

THE PRACTICAL GUIDE

3. Make transport and help explicit

Confirm who is moving which items, the pickup window and how changes will be communicated. Record a quote or booking only when it exists. Ask the provider directly about scope, exclusions and the arrangements that matter for your move.

Match the task to the helper's actual ability and agreement. Do not assume someone can lift a heavy item or stay all day. Identify who can make a decision if timing changes and keep necessary contact details in a limited, private working copy.

4. Track service and address handoffs

List services you need to contact and whether you must transfer, stop or start them. Use each provider's official route. Record the request date, the confirmed effective date and any unresolved condition. Requested service is different from active service.

For address updates, make your own list of organizations that need current information. Do not place full account numbers or identity documents in this pack. Confirm the provider's requirements and save its actual acknowledgement privately.

THE PRACTICAL GUIDE

5. Make the first night a small project

Choose essentials you will need before most boxes are opened: bedding, a change of clothes, chargers and ordinary household supplies. Add items needed for your own circumstances without recording medical or other sensitive details in a shared checklist.

Keep the first-night box identifiable and reachable. Record the person responsible for keys and access arrangements without writing door codes in the public or shared list. Walk through what you will need on arrival rather than packing only by room.

6. Close the move with actual observations

Check the box index against what arrived. Note missing items and follow the responsible provider's process if an issue needs reporting. Record an observation and its date without guessing at blame or making unsupported damage claims.

Update completed service handoffs and choose the next few unpacking priorities. Store move documents privately and remove unnecessary shared copies. Keep the blank toolkit for a future move; retain completed records only as long as they are useful for your actual arrangements.

WORKSHEET 1 OF 4

Move timeline and responsibilities

Read the fictional example, then use the blank table below. The matching CSV provides more room for typing. Add rows in your own copy as needed.

FICTIONAL EXAMPLE	Replace with your own checked information.
Task	Confirm access window (fictional)
Owner	Move organizer
Due / dependency	Before transport booking
Actual confirmation	Awaiting property contact
Completed	No

YOUR PRIVATE WORKING COPY

Task	Owner	Due / dependency	Actual confirmation	Completed

Use a minimal reference in shared copies. Keep passwords, identification numbers, payment details and sensitive personal information elsewhere.

WORKSHEET 2 OF 4

Room and box index

Read the fictional example, then use the blank table below. The matching CSV provides more room for typing. Add rows in your own copy as needed.

FICTIONAL EXAMPLE	Replace with your own checked information.
Box code	K-01 (fictional)
Destination room	Kitchen
Broad contents	Everyday cups and utensils
First-day priority	Yes
Arrived / checked	Not yet moved

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Box code	Destination room	Broad contents	First-day priority	Arrived / checked

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Worksheet 3 of 4

Service and address handoffs

Read the fictional example, then use the blank table below. The matching CSV provides more room for typing. Add rows in your own copy as needed.

FICTIONAL EXAMPLE	Replace with your own checked information.
Provider / organization	Example utility (fictional)
Action requested	Ask about transfer process
Requested date	Not requested
Confirmed effective date	Not confirmed
Next action / status	Use actual provider's official route

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Provider / organization	Action requested	Requested date	Confirmed effective date	Next action / status

Use a minimal reference in shared copies. Keep passwords, identification numbers, payment details and sensitive personal information elsewhere.

WORKSHEET 4 OF 4

First-night essentials and arrival check

Read the fictional example, then use the blank table below. The matching CSV provides more room for typing. Add rows in your own copy as needed.

FICTIONAL EXAMPLE	Replace with your own checked information.
Item / arrangement	Bedding (fictional)
Packed location	B-01
Responsible person	Household organizer
Needed when	Before first night
Actual check	Not packed

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Item / arrangement	Packed location	Responsible person	Needed when	Actual check

Use a minimal reference in shared copies. Keep passwords, identification numbers, payment details and sensitive personal information elsewhere.

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