

WORKING MOM'S MOVING PLANNER

Page 1 • Your 8-Week Moving Timeline

How to use this page: Start with the stage you're in today and work forward. You don't have to complete everything at once. Check off the essentials and leave room for real life.

8 WEEKS BEFORE

- Choose your moving date
- Check your work calendar for deadlines, meetings, or travel
- Book movers or arrange your moving vehicle
- Review PTO / leave options
- Arrange childcare for moving day
- Create one family moving calendar

6 WEEKS BEFORE

- Start decluttering one small area at a time
- Sort items into: keep, donate, sell, discard
- Begin packing rarely used items
- Check school / childcare requirements if changing location
- Start a list of address changes and important updates

4 WEEKS BEFORE

- Pack books, décor, seasonal clothing, and extra bedding
- Set short weekday packing sessions
- Plan one longer weekend packing session
- Let kids choose a few comfort items to keep accessible
- Confirm school, childcare, and important appointments

2 WEEKS BEFORE

- Pack most non-essential household items
- Prepare kids' moving-day bags
- Keep medicines, chargers, documents, and work gear accessible
- Simplify meals and use up freezer food
- Reconfirm movers and childcare
- Create a backup work plan for urgent tasks

MOVING WEEK

- Finish remaining packing without packing everyday essentials
- Prepare an overnight bag for every family member
- Keep work laptop, charger, phone, and headphones with you
- Reduce optional work commitments where possible
- Prepare snacks, drinks, medicines, and kids' comfort items

MOVING DAY

- Keep kids away from heavy furniture and moving traffic
- Keep essentials and work equipment with you
- Use the overnight / first-night bags before opening boxes
- Prioritize safety, food, hydration, and essential routines
- Don't worry about unpacking everything on day one

MY TOP 3 PRIORITIES THIS WEEK

1. _____
2. _____
3. _____

NOTES / IMPORTANT REMINDERS

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Page 2 • Work + Kids + Moving Weekly Planner

WEEK OF: _____

MOVING DATE: _____

DAY	MON	TUE	WED	THU	FRI	SAT	SUN
WORK PRIORITY	_____ _____	_____ _____	_____ _____	_____ _____	_____ _____	_____ _____	_____ _____
KIDS / SCHOOL / CHILDCARE	_____ _____	_____ _____	_____ _____	_____ _____	_____ _____	_____ _____	_____ _____
MOVING TASK	_____ _____	_____ _____	_____ _____	_____ _____	_____ _____	_____ _____	_____ _____
MEALS / HOME	_____ _____	_____ _____	_____ _____	_____ _____	_____ _____	_____ _____	_____ _____

MY TOP 3 MOVING PRIORITIES

1. _____
2. _____
3. _____

WORK PRIORITIES

Must finish: _____

Important call / meeting: _____

Can wait: _____

KIDS + CHILDCARE

School / childcare: _____

Kids' activity / appointment: _____

Comfort item to keep out: _____

MOVING TASKS

Packing area: _____

Moving-related call: _____

Errand / address change: _____

LEAVE ROOM FOR REAL LIFE

Unexpected task: _____

Extra time / buffer: _____

What can I let go this week? _____

NOTES

Small progress counts. Your goal is a manageable week—not a perfect one. • itsranjana.com

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Page 3 • Moving Day Essentials

Keep these items with you—not inside the moving truck. Pack them in a clearly labeled bag or box so you can reach what your family needs without opening dozens of boxes.

1. MOM + WORK ESSENTIALS

- Phone + charger
- Laptop + charger
- Headphones / earbuds
- Power bank
- Wallet + keys
- Work documents / notebook
- Water bottle + snacks
- Change of clothes

2. KIDS' ESSENTIALS

- Clothes for moving day + next day
- Snacks + water
- School supplies
- Toiletries
- Favorite toy / comfort item
- Books, games, or quiet activities
- Any everyday essentials they may need

3. BABY / TODDLER ESSENTIALS

- Diapers + wipes
- Bottles / feeding supplies
- Formula or baby food
- Extra clothes
- Bibs / burp cloths
- Favorite comfort item
- Safe snacks + water
- Any regularly needed care items

4. FIRST-NIGHT ESSENTIALS

- Pajamas for everyone
- Toiletries + toothbrushes
- Essential medicines
- Bedding / sheets
- Towels
- Toilet paper
- Basic breakfast supplies
- Tea / coffee and simple kitchen items

5. IMPORTANT DOCUMENTS

- IDs / passports / important records
- School / childcare documents
- Moving contract / booking details
- Lease / home documents
- Insurance information
- Work-related documents
- Emergency contact information

6. THINGS TO KEEP IN THE CAR

- Essentials bag / overnight bags
- Snacks + drinks
- Phone chargers / power bank
- Kids' comfort items
- Basic first-aid supplies
- Tissues / wipes / paper towels
- Extra clothes
- Important documents + keys

ONE LAST CHECK

- Everyone has what they need for the first night
- Work essentials are with me
- Kids are safe and comfortable
- Important documents and keys are secure

MY FIRST-NIGHT PRIORITIES

1. _____
2. _____
3. _____