FREE MOVING GUIDE

The Calm Moving Box System

Label, track, and unpack without opening every box.

SHARED BY

THE WHOLE SYSTEM

1 One number
Number boxes in one sequence.

2 One destination
Use the room in the new home.

3 Useful contents
List what you may need to find.

4 Visible labels
Mark the top and at least one side.

Before the first box

Name destinations
Use clear names for the rooms in the new home, such as Bedroom: Sam or Office.

Pick room colors
A color helps helpers sort quickly. Still write the room name so color is never the only clue.

Keep tools together
Put labels, thick markers, tape, and your inventory in one portable packing station.

For every box



1. **Pack one room at a time**
   Mixed-room boxes are harder to unload and harder to find later.
2. **Record before you seal**
   Write the box number, destination, and three to six useful contents while the box is open.
3. **Flag only what matters**
   Mark Fragile, This Side Up, or Open First only when the instruction is true.
4. **Label top and side**
   A top label helps while carrying. A side label stays visible in a stack.
5. **Add it to the master list**
   The number connects the physical box to your paper list or searchable inventory.

PACK SAFELY

Heavy goes small
Books, canned goods, and tools belong in small boxes. Put pillows and linens in large ones.

Nothing should rattle
Fill gaps and cushion breakables. The lid should close without force or bowing.

Lift before sealing
If you cannot lift the box comfortably, make it lighter. Keep boxes around 50 lb or less.

MOVING DAY AND ARRIVAL

Move it. Find it. Unpack it.

A few decisions now prevent the first night from becoming a box hunt.

Make one Open First box

- ☐ Bedding and towels
- ☐ Toilet paper and soap
- ☐ Chargers and basic tools
- ☐ Coffee, snacks, and pet supplies

Carry these with you

- ☐ Medication and keys
- ☐ IDs and important documents
- ☐ Jewelry and irreplaceable items
- ☐ A change of clothes and toiletries

Count boxes onto the truck and off again

A missing number is easiest to investigate while the movers are still present.

BOX	DESTINATION	KEY CONTENTS	LOADED	RECEIVED
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐

At the new home

Mark the doors

Put the matching room name or color on each doorway so helpers can unload without asking.

Check as boxes arrive

Tick each number off and photograph damage before signing the delivery paperwork.

Unpack in order

Start with Open First, then bedrooms and the kitchen. Leave low-priority boxes for later.



Prefer a searchable inventory?

Moving Box Tracker for iPhone keeps every box, photo, and item searchable. Print a QR label, scan a box to see its contents, and share the move privately with your household.

Scan or tap to view on the App Store - free for unlimited boxes

Common guidance reviewed from U-Haul, Lowe's, Move.org, Allied Van Lines, and Mayflower.