

Five Tips for Moving Your Business

You've hit the wall, quite literally. You've outgrown your facility. Your business is bursting at the seams and you've finally signed a contract on a new space. Moving your business from one location to another is not just forwarding the mail and utility services, or hiring a commercial mover with the right move trucks, equipment, process and people. It's also moving your STAFF and your STUFF with as few headaches as possible. Here are a few tips from expert commercial movers about the process of moving your business:

1. Pack it right. Though those tough moving boxes with the funny folding lids are great, the structure of the box itself may not hold up to all the contents that will actually fit. Boxes were meant to hold a specific amount of weight. Carefully consider "weighty matters" before packing your entire 1976 World Book Encyclopedia into one box, while packing your enviable collection of foam stress balls in another. Shift the weight, share the love.

2. Develop a community spirit. Sure, everyone may know to pack the contents of their office or workstation, and you may have a commercial mover to move your office furniture, but what about those file banks and break room cabinets? Refrigerators? Plants? Just make sure someone on your team remembers to pack and move those common areas, too.

3. Don't move it twice. A clean start in a new space should mean a clean sweep of your old one. This is the time where the pack rats can turn over a new leaf. Chances are if you haven't touched a paper in a long time - or worse, you forgot you had it - you're probably never going to need it again. There is a good chance it already exists in digital form anyway. Develop a process for your staff to archive and store things you WILL need, along with a way for them to purge things they WON'T. Just like in life, baggage just holds you back.

4. Begin with unpacking in mind. Think about who is doing the unpacking - it might not be the same person who packed that box. Packing all the power cords and duct tape in one of eight boxes means someone may have to open all eight just to get to one item. Instead, think about the order in which you want to unpack and label your boxes accordingly. Do this and your team will think you're channeling the organizational skills of General Patton.

5. Make it fun. Let's face it: moving is a disruptive pain-in-the-you-know-what. Lighten the load a little by inserting some humor into the process. Have your staff take a picture or video of their office space before they pack it and have a messiest office contest. Or get to your new space and show the images in a company party once you're settled in. That will give you a chance to once again share your company goals and achievements, along with some popcorn and a few laughs about how far you've come.

Beth Reynolds, Marketing Manager and staff writer, has moved a few boxes (and a few folks to tears) for the commercial move division of Storr Office Environments (www.Storr.com).