

# Moving your business

## An overview of how to stay organized



Moving your business takes a lot more than friends you can pay off with pizza. From disassembling workstations to envisioning the layout of your new space, there is plenty of stress to go around. Here are some tips to keep the move streamlined so employees can stay organized and you can envision your company's future.

### 1 Set a timeline

It may seem obvious but it's a critical first step. Set a move date and work your way backwards to determine what needs to be done, and when. Refer to our [checklist](#) for more details.

### 2 Communicate

There will be several stages, endless revisions, and way too many ideas to keep track of, but one thing remains constant: the value of communication.

- **Your staff:** Assign jobs, create a move committee, determine a point person for each stage, and ask for involvement. The key is to keep everyone informed. Remember that a move is hard in many ways—commutes will change, offices will be reassigned—and employees will need reassurance from you. The more your staff knows about the move, the more they can prepare, pack, and remain transparent with your customers.
- **Your clients:** Beyond the logistics of maintaining business contacts, remember that this is a good opportunity to prepare a fresh marketing plan—your previous clients will be excited about the new space and your new neighbors will want to know all about you.
- **Your suppliers:** Contact service providers and understand your contracts before you cut critical services. Update letterhead, signage, internet info, etc. with your new address. Are you leasing any equipment? Are supplies delivered regularly? Be sure to think through all external connections to other companies so nothing gets lost in the shuffle.

### 3 Hire the right help

Now that you have an idea of the scope of this task, you'll need to hire movers, IT support, professional packers, and/or an office installation company that can combine services. Remember you aren't just packing dishes; you are disassembling work spaces and dismantling computers with cabling. You have cubicles, conference rooms, common areas, and personal offices to deconstruct. Office installers are experts at taking apart what you have now and rebuilding where you'll work tomorrow.

### 4 Create a new office plan and layout

Plan this out well in advance for your movers/installers. Beyond the logistics of where desks are going and how many chairs belong in each room, be intentional with your design. Does the concept inspire creativity and interaction between your employees? Will this design attract tomorrow's workforce? This is your company's future—and this is your chance to energize it.