

Packing Up Your Portable Career for a PCS Checklist!

Use this handy checklist to start transition planning upon receipt of official orders for Permanent Change of Station



BEFORE THE MOVE



- What equipment will you need on hand during the move?
- What files will you need in transit?
- Use a banker's box to properly secure any/all paper files. Label the box for easy access.
- Cancel/change internet, mobile service, mail delivery/change of address.
- Seek out local chapters in your new area for professional associations and networking.
- Determine if it's necessary to notify clients/colleagues. Create a plan and timeline for notifications prior to the move.
- Consider your office space when house hunting in your new area.
- Make notes en route about your experience to share via email, blogs, social media, etc. Note any lessons learned.
- Inform your insurance company of the relocation of your home office when you notify them of your household move.
- Plan ahead. Call ahead.
- Due diligence to re-establish your business according to city/county/Base requirements in your new area.

IN THE MIDST

Pack your office equipment, files, supplies securely for transport in your POV (privately owned vehicle).



AFTER THE MOVE



- Set up your permanent office as soon as possible after moving in to your new home.
- Activate internet, mobile service, mail delivery/change of address.
- Due diligence to re-establish your business according to city/county/Base requirements in your new area if you didn't accomplish pre-move.
- Notify your clients as to when you will resume office hours. Share your new contact information with clients/colleagues.
- Set aside time on your calendar to visit the professional associations and networking groups.



Checklist created by Melissa St. Clair | Paper Chaser exclusively for military spouse business owners who work from home as a tool to help you plan for a smooth move! For assistance in preparing your business for your PCS contact Paper Chaser to schedule a consultation, visit <http://paperchaserbiz.com>.