

# Tips on small home office move



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#### How do I prepare for a small home office move?

Start by sorting your items and backing up data. Pack non-essentials early and label everything. Create a checklist of tasks to stay on track and protect equipment with proper materials.

#### Follow these steps:

- Declutter your workspace
- Back up digital files to cloud or hard drives
- Label cables and devices
- Pack infrequently used items first

#### What should I pack first when moving a home office?

Start with items you don't use daily. This includes books, archived paperwork, extra cables, and seldom-used electronics like printers or scanners.

- Books and manuals
- Stationery and office supplies
- Printer and ink (recycle or refill cartridges before packing)
- Archived files

Keep frequently used items accessible until moving day.

## How do I move my computer and electronics safely?

Use original boxes or anti-static packing materials. Secure devices with padding and label each box as fragile. Keep cables separate and organised.

- Wrap monitors in bubble wrap
- Use cable ties or zip bags to group cords
- Label each device and component
- Avoid stacking electronics

## Can I move my home office without professional help?

Yes, but hiring professionals can save time and reduce risk. A <u>reliable man and van London service</u> helps protect valuable equipment and ensures a quicker, smoother move.

If you choose DIY, make sure you have proper materials and transportation. Otherwise, let experts handle the logistics.

#### How long does it take to move a small home office?

Most moves take between 2 to 4 hours. Timing depends on how well-prepared you are, volume of items, and accessibility. Packing in advance speeds up the process significantly.

Professional movers can complete the job quickly and efficiently, especially if stairs or disassembly are involved.

#### How much does a small office move cost?

Prices start from £45–£75 per hour in London. Costs vary depending on van size, service level (self-loading vs. full-service), and whether packing is included.

To get an accurate quote, provide details such as item list, locations, and any special requirements.

#### What should I do after moving my home office?

Set up your desk and reconnect equipment. Check internet access, test devices, and organise your cables. Update your business address if necessary.

- Plug in and test all electronics
- Organise files and tools logically
- Update software or network settings

Use this opportunity to design a more efficient and inspiring workspace.

#### How can I stay productive while relocating my home office?

Plan to work from a laptop and schedule lighter tasks. Inform clients about your move and set expectations for possible delays.

Key tips:

- Pre-schedule emails and social posts
- Use mobile internet if your connection is down
- Keep critical files on a USB or cloud

#### **Bonus Tip: Don't Forget About Shipping & Deliveries**

Are you receiving stock or parcels? Arrange temporary solutions like:

- Redirecting parcels to a trusted neighbour or locker
- Pausing deliveries during the move
- Notifying suppliers of your change of address

## Make the Most of Your New Office Space

Your new workspace is a chance for a fresh start. That cramped desk in the corner can become a smart, organised setup with proper planning and imagination.

# Ready to Move Your Home Office the Smart Way?

Let London Man Van make it simple and stress-free. Our experienced team handles everything from packing to setup.

Get a free quote or book your move online now!