



HOW TO RELOCATE YOUR OFFICE...

A Comprehensive Office Relocation & Moving Guide to Help Make Your Commercial Business Relocation Easier

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TASK LIST FOR AN OFFICE MOVE

Overview

This task list is a composite made from lists for several moving projects. No list can be complete for your current project. It takes experience, common sense, creativity, cleverness, and imagination to produce an accurate list for a large project. I have developed this list as a starting point to describe the common tasks. This will free your mind to discover unusual situations and the hidden problems which must be solved to complete a complicated move successfully.

It is helpful to arrange tasks in logical groups which can be assigned to persons. It also helps to arrange tasks by dates. To plan a successful move, each task must be done as far in advance of the moving date as reasonable and possible. If too many tasks are left for the week before moving, there will be chaos. If all the work and planning have been done before moving day, then you can calmly tour the office and be alert to something which has been missed.

Use a bar chart (a Gantt Chart) to list the tasks, the responsible persons, and the starting and completion dates for each task. Review and update the chart daily.

The Critical Path Method (CPM) is a more complex way of preparing a chart, but few people understand this concept. The CPM chart shows which tasks must be completed before another task can begin. It also shows which tasks can delay the completion of the project on time. A knowledge of the principles of the CPM method are very helpful in planning large projects.

The Microsoft "Project" software package for personal computers can be helpful in managing a complex project.

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100–199 Tasks for an Office Move

100 Scope of responsibility and authority

- 100 Get a written definition of your responsibility approved and signed by the senior manager responsible for your work. Also list items for which you are not responsible, just to be clear to all concerned.

110 Get budget approval

- 110 Determine the budget for your work. Include at least 15 to 20 percent extra to allow for contingencies (things that no one thought of until the last minute). If there are many poorly defined activities, allow a larger amount for contingencies.
- 110 Get the budget for your services approved in writing by senior management.

120 Moving assistants

- 120 Select your Moving Assistants or Coordinators from each department.
- 120 Publish the names of your assistants as members of The Moving Committee.
- 120 Hold regular meetings with The Moving Committee to keep them informed and confident about the progress of the move.
- 120 Get the Moving Coordinators to list equipment which will require special preparation before the move (large copiers, ice machines, motorized files, etc.)

130 Project Directory

- 130 Prepare a directory to list all people and vendors involved with the project. Include telephone and FAX numbers and mailing addresses.
- 130 Prepare an Organization Chart to list the departments being moved. List all outside vendors, consultants, etc.
- 140 Designate someone to record names of employees, current and new locations, and old and new telephone numbers on a personal computer. Use this information to print moving labels, telephone directories, and locator lists. This is often done by the Telephone Consultant. Be sure files can be read by all computers used in the project.

- 145 Prepare an Equipment List form to identify all telephone and computer equipment used at each work station, office, work room, etc. Consult with Telecommunications and Computer Departments who may want to do this. When appropriate, customize the form for large departments. Architect will use this data to plan outlets.

150 Prepare moving schedule

- 150 Interview managers and supervisors to learn what factors will influence the time for each department to move. Consider conversion to a new computer system, preparation of reports after the end of a month, departments which work closely together, etc.
- 150 Prepare a list of Moving Restrictions to help in deciding when a department can be moved and when it should not be moved.
- 150 Get senior managers to approve the Moving Restrictions.
- 150 Prepare a moving schedule for all departments. Get approval from all department managers.
- 150 Get senior managers to approve the Moving Schedule.
- 150 Get the most senior manager to notify department heads that "they can not change the Moving Schedule without his approval, which will be difficult to get."
- 150 Publish the moving schedule to all employees, the architect, general contractor, building managers, the moving company, and all others concerned with the project.

152 Confirm dates with General Contractor

- 152 Check with the general contractor each week to verify when he will complete the building and get a Certificate of Occupancy.
- 152 Get the date the freight elevator will be approved for use by the State Inspector. The general contractor will coordinate this.
- 152 Coordinate the installation of cables for telephones and computers with the general contractor and the architect. Let them know where the cables penetrate walls and floors before construction starts.

153 Prepare schedule to move supply rooms

- 153 Prepare a plan for the Supply Room for packing all supplies, moving and installing the shelf units, restoring supplies.

153 Prepare schedule to move diesel generator, UPS, telephone gear

- 153 Add to the moving schedule the dates for moving the diesel generator and the UPS's (Uninterruptable power systems).

155 Prepare elevator schedules for all buildings

- 155 Prepare an elevator schedule for each old building and for the new building to show times needed by movers and others. Deliver personally to the building manager and to dock managers in charge of loading docks and freight elevators. Otherwise, the dock manager will never know.

160 Prepare schedules for moving complex equipment

- 160 Finalize the detailed schedule for disassembling the motorized filing units ("Lektrievers"), moving them, assembly, and testing. Check all door and hall clearances at old site and the new building.
- 160 Finalize a day by day, hour by hour schedule for emptying the files, disassembling them, storing and moving the contents, assembly, and restoring the contents. Calculate a daily performance rate for the installers.
- 160 When the first motorized file unit is moved, time the movers on removing the trays from the units. Keep this data for future planning.
- 160 Arrange for security of the contents during storage and transport (police escort).

170 Prepare schedules for servicing vending equipment, copiers, etc.

- 170 List equipment which needs special service before and after moving. Tour the departments and make a list by moving dates. Contact the vendors and schedule the work. (This does not include coffee, soft drinks, and cracker vending machines.)
- 170 Arrange for the removal of vending equipment at the origin after the movers have taken everything else away.
- 170 Cancel coffee service at the old location.

171 Plan for removal of old signs

- 171 Arrange for removal of outside signage at the old building.

180 Prepare plans in case of disaster to computers, software, etc.

- 180 Outline the work stations which are used by the people who must return in case of a catastrophe. Keep the disaster plan updated each week. Assign numbers to all existing work stations. Set up a data base to print "return labels" for those who may have to come back.

185 Review Schedules with Building Managers

- 185 Review the Moving Schedule with Building Managers and get their approvals in writing.
- 185 Contact building managers and arrange to have air conditioning on at all sites during the move, from start to finish.

190 Get approvals for all schedules

- 190 Review moving and security procedures with the Audit Department.
- 190 Meet with senior managers to review schedule. Get their signatures for approvals.

195 Get emergency telephone numbers

- 195 Prepare a list of Emergency Telephone Numbers to include building managers, elevator repairmen, electricians, manager of moving company, etc. Get numbers for home, club, favorite bar, golf course, girl/boy friend, pager, etc.

200-399 Activities at old site

202 Prepare plans and dimensions of old site(s)

- 202 Prepare 8.5" x 11" floor plans of the origins to show the locations of all items to be moved. Use brightly colored "hi-lighter" pens for better clarity.
- 202 List the capacity of each elevator at origin which will be used for moving. Review this with the mover's supervisor to avoid problems with over loading. Some elevators stop when over loaded.
- 202 Measure all doors and corridors to be used for moving. Check overhead clearances also. Be sure large items will pass with space to spare. Make a card board template of largest item and move template out of the building on a dolly to insure passage into elevator, halls, etc.

205 Take Inventory of furniture

- 205 Get management to decide if it wants Fixed Assets Tags on all chairs and on all case goods being moved to the new building. If yes, order bar coded tags several months before the move. Attach inventory tags to all furniture and equipment which do not have tags.
- 205 Prepare a data base to list all of the existing furniture and its disposition during the move. Include current location and the Fixed Asset Tag Numbers if they are available. Identify items to be reused, sold to employees, sold to vendors, discarded, or moved to a warehouse. Sort the data base by current location to insure that an item has not been promised for two or more locations. Sort the data base by destination code to insure that each item in the new offices is coming from only one source. It is frustrating to have two desks delivered to the senior manager's office.

206 Plan Disposition of Furniture and equipment.

- 206 Work with the architect and the Furniture Dealer to decide disposition of furniture in Conference Rooms, Lobbies, Reception Areas, Lunch Rooms. Get a list of people now in private offices who will be moving to work stations at the new building. Decide on the disposition of their furniture, especially chairs.
- 206 Arrange for off site storage needs for furniture, equipment, and records, both temporary and archival.
- 206 Arrange to discard any equipment which will not be needed at the new location. Send reports to Fixed Assets Accounting.

- 206 Prepare forms to record the transfer of furniture and other assets to other departments, the warehouse, disposal, sale, etc.

207 Schedule cleaning of furniture

- 207 Schedule the cleaning of chairs at the old site. (Best to do this 2-3 weeks before moving.) The mover can move them without soiling the fabric. Can use shrink wrap or plastic bags over chairs.
- 207 Arrange for a location for cleaning chairs at the new building in case chairs are not cleaned just before moving.

209 Schedule refurbishing of modular components (new fabric, paint)

- 209 Identify "unnecessary panels" which can be removed early for recovering.
- 207 Arrange for a small room at the new building to be used to recover panels. Furniture Dealer will specify the size. Consult with the architect and General Contractor to see if this space will be ready and available when needed.

210 Disassembling furniture

- 210 If file cabinets have been bolted together, plan to have two movers unbolt them a few days before the move begins.

220 Accessibility (keys, cards, badges)

- 220 Get elevator keys for each old building so that the movers can operate the elevators in the manual mode. Test the keys 3 days before the move, just to be sure.
- 220 Get keys for time clocks if they are fastened to the wall or counters.
- 220 Get keys to offices at least 3 days before the move. Then test the keys, or you may be locked out with the movers standing around.

230 Cranes, rigging, etc.

- 230 Arrange for removal of windows, crane service, fork lift service, and scaffolds if anything will be moved in this way.

240 Disconnecting and servicing equipment

- 240 Arrange for disconnecting ice machines, photo developing tanks, and other devices connected to water and/or sewer lines.
- 240 Designate someone to remove the ink bottle from the postage machine on moving day.

240 Have copy machines prepared for moving (remove toner).

240 Remove time clocks, magnetic card readers, and other security devices at the old location.

250 Cleanup campaign

250 Prepare a plan for disposing of unnecessary papers by shredding, trash, etc.

251 Send records to offsite storage

251 Send appropriate records to archival storage before the move begins.

260 Refunds on utilities, memberships

260 Arrange to get refunds on deposits for utilities, diesel and/or fuel oil left in tanks, memberships in clubs if resigning, etc.

270 Green plants

270 Arrange for removal of green plants at old site and delivery to new office.

280 Keys

280 Collect keys and return to landlord or building manager.

290 Traffic control for moving vans

290 Notify the police department of your moving plans. Arrange to get parking permits and to have parking spaces blocked off before the move starts. Do this for old and new sites.

290 If transporting items with high value, arrange for a police escort using a regular police car with blue lights and a police radio. Consider hiring an off duty officer.

295 Attach moving labels

295 Put moving labels on furniture, equipment, and boxes and complete the day before the move. Include "Do Not Move," "Storage," "Trash," "Sold," etc. labels.

298 Tour old building with building manager

298 Immediately after the move, tour the old building and note any damage made during the move. Take photographs if you think it is advisable. Arrange to make any repairs needed.

299 Clean old buildings

- 299 Remove all equipment from the old buildings.
- 299 Arrange to have the old buildings cleaned according to the lease and good business practice.

300 Moving and packing instructions

- 300 Revise the standard Moving Instructions to customize them for this project. Revise the illustrations to print them beside the instructions for packing and labeling. These pictures show the locations for moving labels.
- 300 Get the mover to review and edit the Packing and Moving Instructions for the employees. Tailor the instructions to agree with the mover's procedures.
- 300 Prepare a written "lecture" to give to all employees one week before they move. Review with the Moving Coordinators at least one week before the first lecture. Distribute the Moving Instructions at these meetings. Ask the mover to participate.

350 Printing moving labels on laser printer

- 350 Write simple instructions for using a Personal Computer program to print labels on a laser printer.
- 350 Order 2,000 moving labels to test on laser printer.
- 350 Arrange with the Telecommunications Department to get their data base of employee names, new locations, phone numbers, etc. at least two weeks before the first moving day.
- 350 Test the data base to insure that your computer can use it to print moving labels.
Test printing of actual moving labels. Test the adhesive on the labels to be sure it allows easy removal from furniture. Order moving labels to be used in the move.
- 350 Prepare moving labels for all furniture, equipment, and boxes. If the moves will take place over many weeks, print labels for the first few weeks. Repeat as necessary to include last minute changes.
- 350 Prepare layouts of furniture for private offices, conference rooms, etc. to post on the door jambs. Enlarge blue line drawings (blue prints) if available. Otherwise, use graph paper with dotted lines printed at 40%

density or less. When the lines are printed at 100% density, it is difficult to read the outlines of the furniture. A scale of "1/4 inch equals 6 inches" produces a grid for the typical office which fits on 8.5" x 11" paper. (The little squares are 1/4 inch wide.)

400-799 Activities at New Site

404 Room and Grid numbers on plans

- 404 When grid numbers and/or room numbers are assigned by the architect, review the system immediately to insure that it is sensible and can be understood easily by the movers. If it is confusing, suggest a sensible, logical plan.
- 404 Verify accuracy of room or grid numbers on plans.

405 Furniture layouts on plans

- 405 Prepare drawings for the new building to show the layout of furniture and equipment in all private offices, conference rooms, file rooms, supply rooms, storage rooms, lobbies, reception areas, etc. The architect should do this.
- 405 Walk the new building with plans in hand to check for omitted columns, changes in walls and doors, clearances in halls, and any other obstructions to the moving and placement of furniture and equipment. Architects sometimes omit parts of the structure on the plans.

407 Order new furniture and modular panels

- 407 Determine how much modular system furniture to order from furniture factory. Place the order. Get confirmed shipping dates from furniture factory.
- 407 Determine how much regular furniture to order from furniture factory. Place the order. Get confirmed shipping dates from furniture factories.
- 407 Arrange for local storage of new furniture which should arrive well before moving day.
- 407 Arrange for inside delivery and installation of new furniture.
- 407 Arrange for testing of electrical circuits in modular furniture. Sometimes the power outlets are dead or not installed.

408 Identify equipment needing emergency power

- 408 Obtain the following information from each department to plan the wiring for the emergency power system.
 - A. A list of equipment which needs emergency power.

B. The location of each piece of equipment. Send the data to the architect to use in planning the power system.

415 List elevator capacities, dimensions of doors and corridors

415 List the capacity of each elevator at destination which will be used for moving. Review this with the mover's supervisor to avoid problems with over loading. Some elevators stop when over loaded.

415 Measure all doors and corridors to be used for moving. Check overhead clearances also. Be sure large items will pass with space to spare. Make a card board template of largest item and move template into new building on a dolly to insure passage through doors and halls, into elevator, etc.

420 Verify outlets for power, telephone, computers and time clocks

420 At least two weeks before the move, tour the new office and compare the plans for furniture layouts with the installed outlets for power, telephone, and computer cables. If they are on the wrong side of an office, have them relocated.

420 Check for a power outlet at each location of a time clock. Test it.

430 Order cranes, rigging, scaffolds

430 Arrange for removal of windows, crane service, fork lift service, and scaffolds if anything will be moved in this way.

435 Install modular panel systems

435 Put other furniture installers in touch with the Furniture Dealer. Keep in touch with these installers, just in case the installing dealer has labor problems or delays in completion.

435 Receive components for work stations from the Furniture Factory. The mover will stage components according to instructions from the Furniture Installer or Dealer.

435 Start assembly of work stations for the first group moving to the new building. The Moving Coordinator should time the installation of the first group of work stations to develop a daily rate.

435 Decide the use or disposition of the last group of work stations disassembled at the old site after the final move. (To new building or to furniture factory for credit?)

440 Install music, PA system, etc.

- 440 Coordinate the installation of the sound masking system, public address system, and background music system.

445 Order new vending service (coffee, crackers, cold drinks, etc.)

- 445 Arrange for coffee service at the new facility.
- 445 Schedule the installation of new vending equipment at the destination before the move begins.

450 Install art, marker boards, clocks, fire extinguishers, etc.

- 450 Hire someone to hang pictures, bulletin boards, marker boards, screens, and visual centers.
- 450 Hire someone to install fire extinguishers at the new location. Consider a recessed cabinet or use a mounting board securely fastened to the wall. Then install the bracket for the extinguisher on the board.
- 450 Purchase and install first aid cabinets at the new location.
- 450 Install and test the time clocks at the new location.

460 Order and install new signs

- 460 Arrange for installation of outside signage at destination. Check the local sign ordinances and any real estate lease for all outdoor signs.
- 460 Order signage for inside of building and for building directory.
- 460 Order signs for offices, conference rooms, work stations, etc.
- 460 Hire someone to install name plates for offices, conference rooms, work stations, etc.

465 Accessibility (keys, cards, badges)

- 465 Get keys to all doors from loading dock to all destinations in new building. This is more reliable than depending on the building manager's staff to be there.
- 465 Get parking permits and access cards for use during the move.
- 465 Get security badges and/or cards for all coordinators and the mover's supervisors.

- 465 Get elevator keys so that the movers can operate the elevators in the manual mode. Test the keys 3 days before the move, just to be sure.

470 Get keys and badges for new facility

- 470 Order keys for new office. Deliver to managers on the first day of business at the new office.
- 470 Schedule the photographing of employees for identification badges to be required at the new office. Deliver badges on the day before the move.

480 Fire and security systems

- 480 Provide written instructions for the proper response if the fire alarm system or the security alarm goes off in the new building during the move. Provide copies to all coordinators and supervisors.

490 Post directional signs

- 490 Post routing signs from the loading dock to final destinations. Use arrows on colored paper.
- 490 Post room number signs and office layout signs on door jambs to face the approaching movers.
- 490 Post plans of the building with color coded sections which match the directional arrows. Post these plans outside the freight elevator at the destination floors. Use a tripod to support them or use drafting tape or moving labels to fasten them to a wall.

492 Guide Book to new facility

- 492 Write a Guide Book for the new facility. Get information from the architect, building manager, personnel department, and senior managers. Get them to approve final draft.

493 Newsletter for the move

- 493 Consider the publication of a biweekly or monthly newsletter to inform managers and other coordinators about the planning and schedule for the move.

495 Tour new building with building manager

- 495 Immediately after the move, tour the new building and note any damage made during the move. Take photographs if you think it is advisable. Arrange to make any repairs needed.

500 Telephone systems (installing new system)

- 500 Hire a consultant to plan the new telephone system. Get approval of the plans. Order the new system. Arrange to trade in or sell the old system and all telephone sets.
- 500 Get bids for installing the telephone cables (copper, fiber optics). Select an installer. Coordinate the installation of cables with the architect and the general contractor.
- 500 Get the new telephone numbers from the local telephone company.
- 500 Arrange for listings in the white and yellow pages of the next telephone directory. Get the cutoff date for changes and the publication date of the new directory.
- 500 Notify all long distance services of your new numbers, address, and moving dates.
- 500 Install the new telephone switch and trunk lines to the local telephone company.
Test the switch, trunk lines, and cables to all telephones in the new office.
- 500 Coordinate the move to the new office with the local telephone company and when the change over will occur. Arrange for dual service at old and new locations during the move. Arrange for intercept messages for the old numbers to give the new numbers.
- 500 Install the telephone sets for all extensions at the new office a few days before the move. Test each telephone set. Test lines going to computer modems and FAX machines.
- 500 After the move is completed, collect all old telephone sets and the switch. Deliver telephone gear to buyer or to warehouse.

550 Telephone System (moving existing system).

- 550 Order a one way ticket to Mexico, for there will be a disaster on the first day of business at the new office. Otherwise, follow the appropriate procedures listed above and hope for the best.

600 Computer systems (installing new system)

- 600 Hire a consultant to plan the new computer system and networks.
- 600 Get approval of the plans. Order the new system. Arrange to trade in or sell the old system and all components.

- 600 Get bids for installing the computer cables and networks. Select an installer. Coordinate the installation of cables with the architect and the general contractor.
- 600 Install the new computer mainframe and data lines.
- 600 Install the terminals at the new office a few days before the move. Test each terminal, printer, modem, and other device.
- 600 After the move is completed, collect all old terminals, printers, etc. Deliver old computer gear to buyer or to warehouse.

650 Computer systems (moving existing system)

- 650 Hire a consultant to plan the new computer networks.
- 650 Get bids for installing the computer cables and networks. Select an installer. Coordinate the installation of cables with the architect and the general contractor.
- 650 Test all cables and jacks a few days before the move.
- 650 Select a method for moving the old computers:
 - A. Let computer technicians prepare all items for moving, connect them at the new office, and test everything.
 - B. Let employees prepare computers for moving, connect them at the new office, and test them.
- 650 Prepare computers for the movers by disconnecting all cables and power cords. Label each piece of computer gear for its destination. Label each cable and its jack on the equipment.
- 650 Movers will put computers on special carts and deliver them to new office.
- 650 Connect and test computers at new office.

700 Notifications of new address

- 700 Request the mail room to issue mail codes for the new facility.
- 700 Get new telephone, FAX, and modem numbers from the Telecommunications Manager.
- 700 Advise all managers to order new business cards, envelopes, and stationery.

- 700 Print change of address notices and deliver to all departments.
- 700 Notify the U. S. Post Office of the new address and the effective date.
- 700 Request each department to send notices to vendors, customers, subscriptions, memberships, etc.
- 700 Advise Accounts Payable to order new checks.
- 700 Advise Purchasing to order new forms used by all departments.
- 700 Notify any governmental regulatory agencies of your moving dates and new address.
- 700 Notify all express delivery services and UPS of your moving dates and new address.

900-999 Activities with Movers

900 Select qualified movers for proposals

- 900 Specify the requirements for a qualified moving company in terms of experience, manpower, equipment, and reputation.
- 900 Send Request for Proposal (RFP) to carefully selected, experienced movers.
- 900 Set up meetings and tours of old and new sites with movers.
- 900 Evaluate replies to RFP and select a mover.
- 900 Review insurance coverage carried by the mover for liability, etc. Agree on the amount of coverage needed for this move.
- 900 Get mover to mark routes on city maps to show travel between all buildings. Check with local highway department to be sure these routes will be open on moving day and not closed for repairs.
- 900 Set up schedules for weekly tours by mover in advance of moving each group. Plan for boxes, special packing, special handling, etc. First tour will be on Tuesdays about 2 weeks before a move and second tour will be on Tuesday just before a move.
- 900 Decide what extra packing services the mover will provide (files, supply rooms, etc.)
- 900 Prepare a detailed schedule for each week for moving to the new building. For the private offices, prepare a list of room numbers, names, and moving dates for each old building. Organize by week.
- 900 Order packing boxes and materials for the move. List special packing and moving tasks for the mover: supply rooms, large file rooms.
- 900 Determine the number of panel carts needed at each building. Consult with the furniture installer and with mechanics who will take down existing work stations.
- 900 Create a system for loading panels on carts and delivering panels to the staging areas at the new building. Create a simple method of labeling panels using large colored labels (8.5" x 11") so that movers can stack panels as needed at each staging area.
- 900 Meet with the mover and furniture dealer and installers to review procedures for staging modular panels.

- 900 Use "Hi-Liters" to outline the area(s) to be moved each week in the old buildings. Make one set for work stations and a second set for offices, conference rooms, etc. Distribute to movers and coordinators.
- 900 Prepare weekly sets of plans for the new building to show the locations of carpet protection. Protection is installed on Sunday mornings and shifted a week later to the next area to be occupied.
- 900 With the mover's supervisor, decide when and where breaks and meals will be taken. Instruct all movers that food and drinks not be taken outside the break area. The mover will remove all cans, wrappers, and left over food in garbage bags he provides.
- 900 After the movers have removed everything at the origin, make a complete tour of the area with the mover's supervisor to insure that nothing has been left behind.
- 900 After the movers have delivered everything at the destination, make a complete tour with the mover's supervisor to verify that everything has been delivered to the correct location. Insure that the labels on all moving boxes face the door or aisle and that all labels are visible.
- 900 Before the movers leave, inspect all trucks to insure that only items labeled "Warehouse" are in the trucks. Lamps, pictures, and personal computers sometimes are "forgotten" by the movers.

990 Follow up After the Move

- 990 Set up a "moving hot line" for the first business day after the move so people can call if they have lost something or have a problem related to the move. The person answering the "hot line" must know all about the move.
- 990 Furniture Dealer will have a lock smith on site the day after the move to open any locked files, desks, etc. and make keys as necessary.
- 990 Arrange to have at least two movers at the new office on the first day of business to rearrange furniture, move boxes, collect empty boxes, etc.
- 990 Arrange for movers to return after a few more days to collect boxes and assist as needed.
- 990 Repair any damage to furniture and the building during the first week after the move.

Preparation of Task Lists

1. Collect all notes and previous task lists from this and prior projects.
2. As you review the notes, list the major categories or topics. After the review, organize the major topic headings in a logical sequence. Set the headings to print bold and underlined.
3. Assign numbers to the major topics, such as 01.000, 02.000, etc. Sort the major topics in numeric sequence. Use 2 whole numbers and 3 decimal numbers to make the sorting accurate.
4. Assign sequence numbers to each subject in the notes and old task lists, such as 01.010, 02.010, 03.010, 03.011, etc. Use a tab after each sequence number.
5. Sort the major topic headings and the details.
6. If the numbers cause distractions on the printed lists, delete the numbers and print the lists again. If the sequence numbers are followed by a tab, you can convert the list to a table with 2 columns. Then you can delete the first column with the numbers.