



Category	Item Name	Priority	Assignee	Status
Planning	Create a moving budget	High	John Doe	In Progress
Planning	Research moving companies	High		
Planning	Schedule moving date	High		
Planning	Obtain moving supplies	Medium		
Planning	Notify utility companies	Medium		
Packing	Pack non-essential items first	Medium	Jane Smith	In Progress
Packing	Label boxes by room	Medium		
Packing	Pack fragile items securely	High		
Packing	Create an inventory list	Medium		
Packing	Pack essentials box	High		
Cleaning	Clean kitchen and appliances	Medium	Mike Johnson	In Progress
Cleaning	Clean bathrooms	Medium		
Cleaning	Vacuum and mop floors	Medium		
Cleaning	Dispose of unwanted items	Medium		
Cleaning	Empty and clean refrigerator	Medium		
Administrative	Update address with post office	High	Emily White	In Progress
Administrative	Update address with banks	Medium		
Administrative	Transfer school records	Medium		
Administrative	Collect important documents	Medium		
Administrative	Return borrowed items	Low		
Moving Day	Supervise movers	High	David Brown	Upcoming
Moving Day	Double-check all rooms	High		
Moving Day	Keep valuables with you	High		
Moving Day	Ensure new home is ready	Medium		
Moving Day	Take final meter readings	Medium		

## NOTES &amp; COMMENTS

[illegible]