School project supplies planner

Avoid last-minute shopping for a school project.

Three steps

1. Review project instructions
2. Check existing materials
3. Schedule missing items

A worked example

Project	Poster
Required item	Cardstock
Already owned	Yes
Get by	None

Check supplies before buying more.

Follow school rules and safe use.

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Use one row per item or decision. Start with what you know.

Project	Required item	Already owned	Get by

My next action / when