Storage bin location index

Find items without opening every storage box.

Three steps

1. Label bins
2. Record key contents
3. Update when moving items

A worked example

Bin label	H03
Location	Hall closet
Contents	Winter scarves
Last checked	November

H03 points to a specific container.

Store heavy items safely.

Storage bin location index

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

Bin label	Location	Contents	Last checked

My next action / when