

The Business Organization Checkup

Find one behind-the-scenes change that can make daily work easier.

Trace one routine

Follow a real task from start to finish: restocking, packaging an order, preparing a treatment room, or opening for the day. Notice searching, extra trips, and unclear decisions.

Separate stock by purpose

Give active supplies, backstock, seasonal items, and returns distinct zones. Place frequently used items where the task happens. Keep access routes clear.

Make locations obvious

Use categories and labels your team understands. Ask someone unfamiliar with the system to find and return a common item. Their questions reveal what needs clarifying.

Clarify replenishment

For key items, choose who checks stock, when to reorder, and where the order is recorded. Define a practical restock trigger rather than relying on memory.

Plan a short reset

Assign a realistic maintenance rhythm and owner. Review the system when inventory, staffing, promotions, or workflow changes.

Quick checklist

- ☐ Common items found without asking
- ☐ Active stock separate from overflow
- ☐ Labels match team language
- ☐ Restock owner and trigger clear
- ☐ Reset time and owner agreed

One improvement to test

Use this page to choose a manageable next step.

Routine or area that creates the most friction

What happens now and where time is lost

One change to location, category, label, or restock process

Owner, first step, and trial start date

Review date and how we will know it helped

Before buying storage, confirm the categories, quantities, dimensions, and workflow. A simple trial with existing bins can show whether the layout makes sense.

Ready to improve stockrooms, displays, or daily workflow? Explore [LabelMakeHers Back-of-House Optimization](#), [Front-of-House Display](#), or [Business Reset Sessions](#).