

START SMALL, FINISH SOMETHING

Home Inventory Starter Guide

Most home inventories fail the same way. Someone tries to catalogue the whole house in a weekend, collapses around day three, and the abandoned attempt makes the next one harder to start. This does the opposite: one zone, finished, then the next.

YOUR FIRST ZONE

Pick the zone where you most often buy something you already own. Usually the pantry or a supply closet. One zone only.

RECORD PER ITEM

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| ■ Name, worded the same way by everyone | ■ The level at which you would reorder |
| ■ Where it lives, specific enough to find without asking | ■ Where you buy it, or a link |
| ■ How much is there now | |

APPLIANCES, RECORDED ONCE

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| ■ Model and serial, photographed rather than typed | ■ Warranty length and its expiry date |
| ■ Purchase date and where bought | ■ The expiry date is the part everyone omits and later needs |

KEEPING IT TRUE

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| ■ Update at the point of use, not in a scheduled session | ■ Review once a quarter, briefly |
| ■ Anyone who uses the zone can update it | ■ Anything untouched in a year is a candidate to remove |

DO NOT

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| ■ Do not photograph everything, only what is hard to describe | ■ Do not start with sentimental storage |
| ■ Do not build categories before you have items | ■ Start where the money leaks |
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We build these systems for you.

Most people already know which area is weakest. What they do not have is the two uninterrupted weeks it takes to fix it. That is the part we do: we build the system, document it in English and Spanish, train the people who use it, and stay on to adjust it when something stops working.

Book a consultation at sortandplace.com