Batch Crafting Planner

Crafting techniques to maximize your craft time

Use this template to plan batches, log short sessions, and move projects forward fast. Work one task at a time: group, set up, repeat, and stage the next step.

Planner details

Name

Week of

Primary focus

Craft types for this week

Sewing   Cardmaking   Painting   Vinyl / HTV

Other

How to use

- Plan one or two projects. Keep tasks in batches.
- Set a 25-minute timer. Rest for 5 minutes.
- End with a 5-minute reset and stage the next step.

Weekly Batch Plan

Map your 5 short sessions for fast progress

Plan your 5 sessions (25–30 minutes each)					
Day	**Choose & Stage**	**Cut / Prep**	**Mid-stage**	**Build**	**Finish**
Mon					
Tue					
Wed					
Thu					
Fri					

Use Adobe Acrobat for fillable fields

Batch Recipe Cards

Repeatable steps for common crafts

Sewing

Group tasks

Set up

Repeat (one motion)

Stage next step

Supplies to stage

Safety check

Sharp blade / guarded   Eye protection

Ventilation   Power cords safe

Cardmaking

Group tasks

Set up

Repeat (one motion)

Stage next step

Supplies to stage

Safety check

Sharp blade / guarded   Eye protection

Ventilation   Power cords safe

More projects you can run in batches

Painting

Group tasks

Set up

Repeat (one motion)

Stage next step

Supplies to stage

Safety check

Sharp blade / guarded   Eye protection

Ventilation   Power cords safe

Custom Project

Group tasks

Set up

Repeat (one motion)

Stage next step

Supplies to stage

Safety check

Sharp blade / guarded   Eye protection

Ventilation   Power cords safe

Session Tracker

Log your 20–30 minute blocks and results

Pomodoro blocks

Block 1   Block 2   Block 3   Block 4   Block 5   Block 6

Session log

#	Project	Step	Planned	Actual	Start	End	Outcome	Next	D
1									
2									
3									
4									
5									
6									

5-minute reset and staging checklist

Tools returned to bin or cart

Next step staged on top

Supplies refilled if low

Scraps sorted or discarded

Photo of progress taken

Use Adobe Acrobat for fillable fields