

Quick Start Checklist

Use this page to set up your shared craft space in one afternoon.

Open and Close Method

- Every item has a home inside a container
- Keep the number of active containers small
- Make cleanup a 5 minute checklist

One-Afternoon Setup

- Do a 15 minute tidy up
- Sort by project family: sewing, paper, paint, tools
- Measure storage zones (width × depth × height)
- Pick stackable craft storage containers with lids
- Add wheels: use a craft storage cart or trolley
- Label everything with plain words and big letters

Shared Table Safety

- Use a table protector or large cutting mat
- Keep paint and glue in a lidded box on lower cart shelf
- Use a small landing pad for phone and glasses

Notes

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Storage Planner and Measurements

Measure your hidden zones and assign containers that fit.

Zones and Sizes

Under-bed area	Width (in) <div></div>	Depth (in) <div></div>	Height (in) <div></div>
Closet floor	Width (in) <div></div>	Depth (in) <div></div>	Height (in) <div></div>
Closet top shelf	Width (in) <div></div>	Depth (in) <div></div>	Height (in) <div></div>
Beside desk	Width (in) <div></div>	Depth (in) <div></div>	Height (in) <div></div>
Behind door corner	Width (in) <div></div>	Depth (in) <div></div>	Height (in) <div></div>

Container Assignments

- | | |
|-------------------------|--------------------------------|
| Shallow bins for fabric | Lidded shoebox for paints |
| 12x12 paper cases | Over-door organizer for smalls |
| Handled caddy for tools | Rolling 3-tier cart |

Label Planner

Bin Label 1 <div></div>	Bin Label 2 <div></div>
Bin Label 3 <div></div>	Bin Label 4 <div></div>

Project Bins

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|-----------------------|------------------------|------------------------|
| Sewing + fabric | Paper, vinyl, stickers | Paints, glue, finishes |
| Tools and mixed items | | |

Notes

Daily and Weekly Routines

Use quick routines to switch from craft time to everyday use fast.

3 Minute Setup

- Roll out craft storage cart
- Place handled caddy on table
- Put one project bin on your left
- Place a trash bag on your right
- Start timer for your craft block

5 Minute Reset

- Return tools to the caddy
- Put scraps in the labeled scrap bin
- Wipe the mat and table
- Close project bin and stack it
- Roll the cart back to its spot

Weekly Organization Planner

- | | |
|----------------------------------|---------------------------------|
| Mon: Pick one bin to finish | Fri: Plan weekend time block |
| Tue: 10 minute declutter | Sat: Craft time: 3 minute setup |
| Wed: Wash cups and brush caddies | Sun: Reset and rest |
| Thu: Prep fabric: iron and cut | |

This Week's Focus Bin

Craft Block Time

Notes

Shopping & Inventory

Track what you have and what to buy.

Inventory Checklist

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|-------------------------|--------------------------------|
| 4 clear bins (12–16 qt) | Over-the-door organizer |
| 3-tier rolling cart | Fold-in-half table |
| Two 12x12 paper cases | Label tape or printable labels |
| Handled tool caddy | |

Shopping List

Ready-to-Use Label Ideas

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|-------------------------------------------------------|-----------------------------------------------------------------|
| <div></div> <div>Suggestion: Thread and Bobbins</div> | <div></div> <div>Suggestion: Fabric Scraps under 8 inches</div> |
| <div></div> <div>Suggestion: Paper 12x12</div> | <div></div> <div>Suggestion: Paint and Brushes</div> |