

Small Business Craft Workspace Planner

Use this planner to map your workflow loop, define five zones, and build a compact system for daily craft orders in a small space.

Start with the Path: Workflow Loop Map

Describe your loop: Materials In → Create → Finish → Pack → Ship → Restock

Plan Your Five Zones (quick overview)

Zone 1 — Create ready

Zone 2 — Inventory ready

Zone 3 — Packing ready

Zone 4 — Shipping Supplies ready

Zone 5 — Returns & Restock ready

Zone 1 — Create | Zone 2 — Inventory

Zone 1: Create — keep tools within reach

Primary machine location

Secondary machines (list)

Rolling cart contents

Pegboard layout / hooks

Hourly tools (thread, bobbins, blades, etc.)

Safety & ergonomics notes

Zone 1 Quick Checklist

- Clear work surface

Trash & scraps bin nearby

Pegboard system (e.g., IKEA SKÅDIS)
- Pegboard/rails set

Lighting OK

Installed / planned
- Cart stocked

Zone 2: Inventory — shelves, bins, and SKUs

Shelving type & size

Top sellers shelf (middle rows)

Bin type (clear/bin/box)

Ready-to-Ship shelf location

SKU format (e.g., A-3-Bin2)

Labeling color code

Mini Inventory Table (example rows):

SKU	Location	Description	Qty
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Zone 3 — Packing | Carrier Tools & Profiles

Zone 3: A dedicated packing station (left → right layout)

Layout notes

Scale & tape dispenser location

Mailers/boxes — 3 common sizes

Filler, tissue, thank-you cards location

Label printer or sticker labels

Packed Today bin location

Carrier tools & profiles

Carriers used:
USPS

Canada Post

Other

Saved shipping profiles (box sizes/weights):

Zone 4 — Shipping Supplies

Zone 4: Shipping supplies that stay neat

Mailers by size — slots/labels

Refill storage (below)

Flat boxes stored upright

Grab-and-go stock (chest height)

Tip: Place a return info card inside each parcel; secure or remove batteries before mailing.

Zone 5 — Returns & Restock | Daily Operations

Zone 5: Returns and restock

Returns bin location

When to process (daily time)

Repair queue location

Restock procedure (steps)

Inventory count update method/app

One Pick List — group by shelf location (walk once)

Order #	SKU	Location	Qty	Picked (✓)

Daily Operations — batching & five-minute reset

Batching sequence:

Pick all

Pack all

Print labels

Five-minute reset:

Tools back

Scraps tossed

Top 5 restocked

Simple day plan:

Warm-up 10 min

Midday pack

Afternoon create