YOUR READING MAP

A shelf with a plan

A short guide for shops, makers and small online stores.

Your mission

Pick one important product. Count it, record its movements and set a sensible reorder trigger before buying more.

03–04 / Get the basics right

Meet Maya and build one reliable stock record.

05–07 / Make stock decisions

Set a reorder trigger, receive deliveries and count.

08–09 / Use simple controls

Copy a stock log and spot slow-moving items.

10–11 / Explore 10 business ideas

Each idea comes with a small first test.

12–14 / Put it into practice

Follow the seven-day plan, fill the worksheet and review.

01 / UNDERSTAND IT

Full shelves, wrong stock

Fictional example: Maya runs a small gift shop.



Meet Maya.

She has plenty of plain mugs, but the floral mugs customers ask for keep running out.

She buys by looking at the shelf. Open orders and reserved items live in her memory.

Inventory, in simple English

Inventory is the goods and materials you hold for use or sale. Managing it means recording what moves, checking what remains and buying for a reason.

☺ MAYA'S NEW RULE

"I will check the record and the shelf before I place an order." A full shelf is not proof that you have the right stock.

02 / MAKE IT VISIBLE

One item. One record.

Start with a small list you can keep accurate every day.

Give each variant a clear code

A SKU is your own stock code. MUG-FL-300 could mean a 300 ml floral mug. Give different sizes or colours separate codes.

Record location and condition

Keep sellable, damaged and reserved stock distinct. Note shelf or bin, supplier, unit cost and purchase pack size. Define whether you count pieces, boxes or metres.

Choose one source of truth

Use a shared sheet or inventory system with one owner. Record sales, receipts, returns and adjustments promptly. Keep a reason and date for every correction.

TRY IT TODAY

Label one shelf. Count its stock. Make the physical labels match the codes in your record.