Moving box number and content index

Locate a needed item without opening all boxes.

Three steps

1. Label each box
2. Record searchable contents
3. Mark priority boxes

A worked example

Box	K03
Room	Kitchen
Contents	Plates
Priority	High
Location	Truck front

K03 identifies plates and where the box is.

Avoid recording valuables publicly.

Moving box number and content index

Use one row per item or decision. Start with what you know.

Box	Room	Contents	Priority	Location

My next action / when