Record the starting point

A record of the present space helps prevent assumptions.

Sketch what is there and take your own reference photographs if useful. Label what is staying, what may move and what you have not decided. Keep dimensions with their units and the date measured. This planner organizes information; it does not determine whether a structure, installation or proposed alteration is safe.

A practical example

For a storage project, note nearby doors, drawers and the route people use. A photograph may show a detail the sketch misses, but it should not replace a measurement needed for a decision.

Make a note
Make a simple before sketch with three labelled features and one unanswered question.

Build a materials list

A good list distinguishes what you own from what you may need.

Group entries into already available, verify first and possible purchase. Include descriptions precise enough to compare products, while leaving technical compatibility to the relevant instructions or professional advice. Keep quantities and package sizes separate. Record useful links or item references so you can return to the same specification later.

A practical example

If a product is sold in packs, list both the amount needed and the pack contents. Do not round a vague estimate into a confident shopping quantity. Resolve the uncertainty or record it as a question.

Make a note
List five possible items with status, quantity basis and a source to check.

Project brief

Print a fresh copy whenever you need it. These are writing sheets, not interactive PDF forms.

Desired result

Essentials / preferences

Current situation and constraints

Information to verify

Who is involved / approval needed