



Why this guide?

Disorder does not arise because systems are missing – but because they do not work in everyday use. This guide shows how a few targeted adjustments can create a structure that works long term.

01

Structure drawers logically

Do not store everything together; separate it logically.

How it works:

- ▶ sort contents by application or work step
- ▶ use dividers or inserts
- ▶ no “mixed drawers”

Practical rule: If you have to think briefly about where something is, the structure is not clear enough.

02

Use colour and labelling purposefully

Organisation only becomes clear through labelling.

How it works:

- ▶ use colours for categories (e.g. assembly, maintenance, spare parts)
- ▶ consistent labelling for all storage locations
- ▶ clearly visible labels instead of hidden markings

Practical rule: One glance should be enough – searching should not be necessary.

03

Place frequently used parts differently

Do not treat everything the same – usage determines the place.

How it works:

- ▶ frequently used parts: directly accessible and central
- ▶ rarely used parts: peripheral areas or higher levels
- ▶ heavy parts: store at the bottom

Practical rule: Access follows use, not habit.

04

Deliberately simplify storage

Too many storage locations create confusion.

How it works:

- ▶ define just one fixed storage location per item
- ▶ avoid duplicate storage locations
- ▶ remove unnecessary interim storage

Practical rule: One item = one place.

05

Standardise access routines

Organisation only works when everyone uses it in the same way.

How it works:

- ▶ define where material is returned
- ▶ clear rules for removal and return
- ▶ define simple, easy-to-follow processes

Practical rule: The system is not what matters – consistent use is.



The key difference

Many organisation systems fail not during setup, but during everyday use.

Successful systems combine:

- ▶ clear structure
- ▶ clear labelling
- ▶ simple routines

Quick check: does your organisation work?

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- ☐ Every item has a fixed place
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- ☐ Every place is clearly labelled
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- ☐ Frequently used parts are within easy reach
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- ☐ There are clear rules for return and removal
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If not all points are met, there is potential for optimisation.



Conclusion:

A few targeted measures can create organisation that is quick to set up and stands up to everyday use.

In brief:

Organisation must be simple – otherwise it will not be used.