



A better-organised warehouse rarely comes from major upheaval – but from clear steps. To create structure, you do not need to rebuild immediately, but to understand, organise and test systematically.

This mini guide shows a simple 5-day approach for analysing and improving existing warehouses step by step – practical, clear and without complex system changes.

01

Day 1: Walk-through – make the current state visible

It starts with an unbiased assessment during live operations.

The aim is to understand the warehouse not on plans, but in everyday operation:

- ▶ How do employees actually move through the warehouse?
- ▶ Where do waiting times, detours or bottlenecks occur?
- ▶ Which areas look unstructured or overloaded?

Neutral observation is important – without immediate assessment or change.

02

Day 2: Count and review – create transparency

In the second step, the stock is recorded in a structured way.

This is not just about quantities, but about clarity:

- ▶ Which items are in stock?
- ▶ Which items dominate the floor space?
- ▶ Which materials move frequently, and which rarely?

The aim is a realistic picture of actual use.

03

Day 3: Define zones – create structure

Clear functional zones are defined based on the observations.

Typical areas include:

- ▶ Goods receipt
- ▶ Buffer/intermediate storage
- ▶ Picking
- ▶ Dispatch

What matters is not the size of the zones, but their clear function and separation.

04

Day 4: Select core products – set priorities

Not every product requires the same storage effort.

This step identifies the most important items:

- ▶ High turnover rate
- ▶ Relevance to processes
- ▶ Space and access frequency

The aim is to prioritise the key movements in the warehouse and optimise them in a targeted way.

05

Day 5: Trial run in one zone – review implementation

Finally, the new structure is not introduced in theory, but tested in practice.

A single zone serves as a pilot area:

- ▶ Does the new structure work day to day?
- ▶ Shorter routes and clearer workflows?
- ▶ Where do friction points still occur?

This creates controlled improvement rather than a complete system break.

**Conclusion:**

A better warehouse is not created in one step, but in clear stages.

Those who make structure visible, define zones and test selectively create lasting improvements – without rebuilding the entire system.