SimpleLifeCalc.com

COMPLETE INVENTORY MANAGEMENT WORKBOOK

# Amazon FBA Inventory Planner

A simple, step-by-step system to track your stock, prevent stockouts, avoid over-ordering, and plan every purchase with confidence.

- ✓ See every product's stock and reorder status at a glance
- ✓ Forecast demand 30, 60, and 90 days ahead
- ✓ Know exactly when and how much to reorder
- ✓ Beginner-friendly math — no spreadsheets required

Built for beginner sellers, growing FBA businesses, and private label entrepreneurs

**Created by SimpleLifeCalc.com**

YOUR WORKBOOK

# What's Inside

Set up your products once, then use the trackers and planners every week. Each page has one job: keep you in stock, on budget, and stress-free.



**HOW TO USE THIS** Print the trackers and keep them by your desk. Update the dashboard weekly, the sales tracker monthly, and run the reorder math before every purchase. Small, regular check-ins beat one big panic later.

READ FIRST
01

GET STARTED

# Why Inventory Management Matters

Inventory is the heartbeat of your FBA business. Order too little and you **run out** — losing sales and search ranking. Order too much and your cash is **frozen in a warehouse**, racking up storage fees. Good planning keeps you safely in the middle.

> **WHY THIS MATTERS** A stockout does more than lose today's sales — it drops your ranking, and winning that ranking back can cost weeks of ad spend. Running out is often more expensive than holding a little extra.

**The two costly mistakes this planner prevents:**

| | |
|---|---|
| **Stockouts** | Lost sales, lost ranking, wasted ad spend, and customers handed to competitors. |
| **Overstock** | Cash tied up, storage and long-term fees, and the risk of forced discounts later. |

**Three numbers keep you in the safe middle:**

**Sales velocity**
how fast you sell per day

**Lead time**
how long restocking takes

**Reorder point**
when to order again

> **ADHD-FRIENDLY TIP** You do not need to track everything perfectly. Pick one weekly 10-minute slot to update your numbers. A simple habit you actually keep beats a perfect system you abandon.

**My biggest inventory worry right now (one line):**

BIG PICTURE
02

GET STARTED

# Inventory Planning Overview

Here is the whole loop on one page. Every worksheet that follows is one part of it.

| The Loop | What You Do | Worksheet |
|---|---|---|
| **1. Track** | Record what you have and what is selling. | Dashboard · Tracking · Sales |
| **2. Forecast** | Predict how much you will sell next. | Forecasting |
| **3. Plan reorder** | Work out when and how much to buy. | Reorder Point · Lead Time |
| **4. Order** | Place the purchase order within budget. | Purchase Order Planning |
| **5. Receive** | Track the shipment until it is live. | Shipment Tracking |
| **6. Review** | Score your health and improve. | Health Scorecard · Action Plan |

WHY THIS WORKS Inventory feels overwhelming because it is many small tasks at once. Breaking it into a repeatable loop means you always know the single next step — no guessing, no panic.

CALCULATORS Planning purchases? Pair this workbook with the free tools on SimpleLifeCalc.com: the **Amazon FBA Profit Calculator**, **Amazon FBA Fee Calculator**, and **Amazon Break-Even Calculator** help you confirm each order is profitable before you commit.

**How many products (SKUs) am I managing right now?**

**Number of SKUs:** ________

STEP 1
03

TRACK WHAT YOU HAVE

# Product Inventory Dashboard

Your at-a-glance command center. List every product and its reorder status.

Healthy stock
Reorder soon
Order now / low

| Product Name | SKU | Supplier | Price ($) | Current Stock | Reorder Status |
|---|---|---|---|---|---|
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QUICK TIP For **Reorder Status**, just write Healthy, Reorder soon, or Order now (or color a dot). One glance should tell you where to focus today.

**Which product needs my attention first, and why?**

STEP 2
04

TRACK WHAT YOU HAVE

# Inventory Tracking Worksheet

Track the flow of one product over time. Use one sheet per product.

**Product:** ____________________ **SKU:** ____________________

**Current inventory = beginning inventory + units received − units sold**

| Date | Beginning Inventory | Units Received | Units Sold | Current Inventory | Notes |
|---|---|---|---|---|---|
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**WHY THIS MATTERS** Tracking the flow — not just today's count — shows how fast stock is leaving. That speed is what every forecast and reorder decision is built on.

STEP 3
05

TRACK WHAT YOU HAVE

# Monthly Sales Tracking

Spot your real sales speed and whether it is growing.

**Product:** ______________________

| Month | Monthly Units Sold | Average Weekly Sales | Up / Flat / Down |
|---|---|---|---|
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**Average weekly sales = monthly units sold ÷ 4**

**Sales trends I notice (best and slowest months, patterns):**

______________________

______________________

**Growth observations (is this product growing, steady, or fading?):**

______________________

QUICK TIP If sales are climbing, your next order should be **bigger** than the last — forecast for where you are heading, not where you have been.

STEP 4
06

PLAN WHAT YOU NEED

# Inventory Forecasting

Estimate how many units you will sell next. Start from your daily sales speed.

**Product:** ____________________ **Average daily sales (units):** ________

**Forecast = average daily sales × number of days**

| Forecast Period | Quick Math | Forecast Units |
|---|---|---|
| **30-day forecast** | daily sales × 30 | |
| **60-day forecast** | daily sales × 60 | |
| **90-day forecast** | daily sales × 90 | |

**Seasonal demand considerations (holidays, weather, events that change demand):**

______________________________________________

______________________________________________

**Seasonal adjustment — circle one:**

Expect less    About the same    Expect more

**WHY THIS MATTERS** A forecast turns “I think I need more soon” into a real number you can order against. Adjust it up for busy seasons and down for slow ones.

STEP 5
07

PLAN WHAT YOU NEED

# Reorder Point Calculator

The magic number: when your stock hits this, it is time to reorder.

**Product:** ____________________

| | |
|---|---|
| **Average daily sales (units)** | ________ units per day |
| **Supplier lead time (days)** | ________ order to shelf-ready |
| **Safety stock (units)** | ________ buffer for delays / spikes |

**Reorder point = (daily sales × lead time) + safety stock**

**My reorder point:** ________ units — reorder when stock reaches this.

**BEGINNER-FRIENDLY EXAMPLE** Sell 5 a day, lead time 60 days, safety stock 70: (5 × 60) + 70 = **370 units**. When stock hits 370, place your order.

**PICKING SAFETY STOCK** A simple starting point: safety stock = average daily sales × 14 (about two weeks of cushion). Increase it if your supplier is often late.

STEP 6
08

PLAN WHAT YOU NEED

# Supplier Lead Time Planner

Know exactly how long restocking takes — the whole journey, not just shipping.

**Total lead time = production time + shipping time**

| Supplier Name | Production Time (days) | Shipping Time (days) | Total Lead Time | Reliability (1–5) |
|---|---|---|---|---|
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Reliability: 1 = often late and inconsistent, 5 = always on time and dependable.

WHY THIS MATTERS Most stockouts happen because sellers underestimate lead time. Production plus shipping plus Amazon check-in can easily total 45–90 days — so you must reorder long before you run out.

QUICK TIP Plan for your supplier’s **slowest** realistic time, not their best. A reliable supplier with a 4–5 rating is worth paying a little more for.

**Notes on my main supplier (communication, minimums, payment terms):**

STEP 7
09

ORDER & RECEIVE

# Purchase Order Planning

Plan the order before you place it — quantity, cost, and budget all in view.

**Product:** ____________________

| | |
|---|---|
| **Quantity to order (units)** | ________ |
| **Cost per unit** | $ ________ |
| **Total order cost = quantity × cost per unit** | $ ________ |
| **Estimated arrival date** | ____________ |

CALCULATORS Before you commit the cash, confirm the order still profits: check fees with the **Amazon FBA Fee Calculator**, profit with the **Amazon FBA Profit Calculator**, and your safety floor with the **Amazon Break-Even Calculator** on SimpleLifeCalc.com.

**Budget considerations (do I have the cash now? what else needs funding this month?):**

QUICK TIP Bigger orders often lower the cost per unit — but only if the extra stock sells before storage fees eat the savings. Order enough to stay in stock, not so much that cash gets stuck.

STEP 8
10

ORDER & RECEIVE

# Shipment Tracking

Follow each order from placed to live so nothing slips through the cracks.

| Product | Order Date | Ship Date | Expected Arrival | Actual Arrival | Notes |
|---|---|---|---|---|---|
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**WHY THIS MATTERS** Comparing **expected** vs **actual** arrival teaches you your supplier's true lead time. Over a few orders, your reorder timing gets sharper and sharper.

**Any shipment that ran late, and what I will change next time:**

STEP 9

11

REVIEW & IMPROVE

# Inventory Health Scorecard

Score each area 1 (needs work) to 5 (great). Add them up to spot your weak link.

| Health Factor | What Good Looks Like | Score 1–5 |
|---|---|---|
| **Inventory turnover** | Stock sells through at a healthy pace, cash is not stuck. | |
| **Stockout risk** | You rarely or never run out of best sellers. | |
| **Overstock risk** | Little or no slow, aging inventory piling up. | |
| **Supplier reliability** | Orders arrive on time and at expected quality. | |
| **Forecasting accuracy** | Your forecasts come close to actual sales. | |
| **TOTAL (out of 25)** | | |

HOW TO READ YOUR SCORE **20–25:** strong — keep it up. **13–19:** solid, fix your lowest factor. **Under 13:** pick one factor to improve this month.

**My weakest factor and one small step to improve it:**

AVOID
!

REVIEW & IMPROVE

# Common Inventory Mistakes

Learn these the easy way — before they cost you sales or cash.

1. **Reordering too late.** Lead times are long. Order when you hit your reorder point, not when you are nearly out.
2. **Underestimating lead time.** Production plus shipping plus check-in adds up. Plan for the realistic worst case.
3. **Keeping no safety stock.** Zero buffer means one delay or one sales spike causes a stockout.
4. **Over-ordering for a discount.** A lower per-unit price is no win if the extra units sit for months collecting storage fees.
5. **Ignoring sales trends.** If sales are rising, last order's quantity will leave you short. Forecast forward.
6. **Forgetting seasonality.** Build up before a busy season, and draw down so you are not stuck with off-season stock.
7. **Letting stock age.** Old inventory triggers long-term storage fees. Watch its age and act early on slow movers.
8. **Not tracking at all.** Guessing from memory is how surprises happen. A simple weekly update prevents most of them.
9. **Treating every product the same.** Fast sellers and slow sellers need different reorder timing and order sizes.

**ENCOURAGEMENT** Every seller makes a few of these early on. The trick is to catch them fast and adjust. Using this planner already puts you ahead of most.

BONUS +

PLAN WHAT YOU NEED

# Seasonal Inventory Planning Worksheet

Prepare your stock ahead of seasonal demand spikes — plan the build-up before it arrives.

**Product / category:** ____________________ **Planning year:** ____________

**Inventory increase % = (peak daily sales ÷ normal daily sales) × 100**

| Season | Expected Demand Change | Inventory Increase % | Special Notes | Planned Reorder Date |
|---|---|---|---|---|
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Tip: write Expected Demand Change as "Expect more / About the same / Expect less", and set the Planned Reorder Date earlier than usual for busy seasons.

**Seasonal events that affect my products (holidays, weather, regional events):**

WHY THIS MATTERS Seasonal spikes are won weeks ahead: because production and shipping take time, you must order the build-up before demand climbs — not once it has already arrived. Size the increase, beat your lead time, and draw down so you are not stuck with off-season stock.

QUICK TIP Work backward from the spike: peak date minus your total lead time is the latest safe order date — place it a little earlier, then confirm the order still profits with the SimpleLifeCalc.com calculators before you commit the cash.

FINISH 10

REVIEW & IMPROVE

# Final Inventory Action Plan

Turn this workbook into a simple routine you will actually keep.

**My inventory routine — tick what I will commit to:**

- ☐ **Weekly:** update the Product Inventory Dashboard and check reorder status.
- ☐ **Weekly:** reorder any product that has hit its reorder point.
- ☐ **Monthly:** update Monthly Sales Tracking and refresh forecasts.
- ☐ **Monthly:** review the Inventory Health Scorecard and pick one fix.
- ☐ **Every order:** confirm profit with the SimpleLifeCalc.com calculators first.

**My weekly review day:** ______________________ **Plan start date:** ______________

**The one product I will focus on getting under control first:**

**My next 3 action steps:**

**How committed am I to this routine? — circle one:**

Testing it out | Pretty committed | All in

**Steady stock, steady sales, steady nerves. You have got this. — SimpleLifeCalc.com**