

RECORD KEEPING • TRACKING • ORGANIZATION

MULTIPURPOSE LOG BOOK & TRACKING PLANNER

A Flexible Record-Keeping System for Inventory, Expenses,
Orders, Equipment, Activities & More



INVENTORY



EXPENSES



ORDERS



EQUIPMENT



ACTIVITIES



AND MORE

Track What Matters. Stay Organized. Keep Better Records.

THIS PLANNER BELONGS TO

Name: _____

Business / Organization: _____

Date Started: _____



PLAN • TRACK • ACHIEVE

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HOW TO USE THIS PLANNER

One flexible system for every kind of record you need to keep.

This planner is built around one simple idea: you decide what each page tracks. Most log pages are supplied with blank column headings, so a single template can become an inventory sheet, an expense record, a delivery log or a maintenance history - whatever your home, work or small business actually needs this month.

PRINT ONLY WHAT YOU NEED

Print the pages you need, whenever you need them. Use the customizable log pages for anything that does not fit a standard template.

FOUR STEPS TO SET UP ANY PAGE

- 1 Name the page**
Write what you are recording on the LOG / RECORD TYPE line, then add the date range.
- 2 Choose your columns**
Pick a blank 6, 7, 8, 9 or 10 column layout to suit how much detail you need.
- 3 Write your own headings**
Fill in the heading space at the top of each column before you start recording.
- 4 Log it in the index**
Add the page to the Master Record Index so you can find the entry again later.

THE SAME TEMPLATE WORKS FOR

- | | | | |
|-------------|------------|---------------|-------------------|
| ▪ Inventory | ▪ Expenses | ▪ Orders | ▪ Income |
| ▪ Equipment | ▪ Mileage | ▪ Customers | ▪ Projects |
| ▪ Visitors | ▪ Supplies | ▪ Maintenance | ▪ General records |

TIPS FOR BETTER RECORDS

- **Keep one subject per page** - mixing two kinds of record makes both harder to read.
- **Write the date on every row** - a date column turns a list into a proper record.
- **Leave the last column for notes** - exceptions and follow-ups all belong there.
- **Rule off at the end of a period** - draw a line under the last entry of the month.
- **Print a spare set** - keep unused pages at the back so you never run out mid-job.

Turn the page for a worked example, then use the Contents to find the template you need.

QUICK START GUIDE

A worked example of how the blank columns are customized.

EXAMPLE: SETTING UP A STOCK RECORD

A small shop owner takes a blank 6-column log page and writes these headings:

Item	Date	Quantity	Cost	Location	Notes
<i>Printer paper A4</i>	<i>04 / 03</i>	<i>12 reams</i>	<i>\$ 46.80</i>	<i>Store room B</i>	<i>Reorder at 4 reams</i>
<i>Ink cartridge 64XL</i>	<i>04 / 03</i>	<i>3</i>	<i>\$ 71.40</i>	<i>Cabinet 2</i>	<i>Black only</i>
<i>Packing tape</i>	<i>06 / 03</i>	<i>24 rolls</i>	<i>\$ 38.00</i>	<i>Store room A</i>	<i>Bulk order - good price</i>

Sample entries shown in italics. Your own pages are supplied blank.

THE SAME SIX COLUMNS, USED THREE OTHER WAYS

EXPENSES	Date	Description	Category	Payment Method	Amount	Notes
MILEAGE	Date	Vehicle	Start	End	Distance	Purpose
VISITORS	Date	Name	Organization	Arrival	Departure	Host

PRINTING NOTES

- Designed for US Letter (8.5 x 11 in) portrait. Prints cleanly on A4 using Fit to page.
- Print single sided for filing in a binder, or double sided to save paper.
- Select the page range you need in your printer dialog - no page depends on another.
- On a tablet, annotate directly with any PDF or note-taking app that supports ink.

COLUMN HEADING IDEAS

Borrow from these when you set up a blank page.

Date	Time	Reference	Item	Description	Category
Quantity	Unit	Balance	Cost	Total	Location
Person	Status	Priority	Due Date	Checked	Notes

CONTENTS

Every section, and the pages it runs across.

SECTION	PAGES
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CUSTOM 6-COLUMN LOG

Write your own column headings, then record your entries below.

LOG / RECORD TYPE DATE RANGE

[illegible]

INVENTORY LOG

Stock received, stock issued and running balance.

RECORD FOR	DATE RANGE
1990-1991	1990-1991
1992-1993	1992-1993
1994-1995	1994-1995
1996-1997	1996-1997
1998-1999	1998-1999
2000-2001	2000-2001
2002-2003	2002-2003
2004-2005	2004-2005
2006-2007	2006-2007
2008-2009	2008-2009
2010-2011	2010-2011
2012-2013	2012-2013
2014-2015	2014-2015
2016-2017	2016-2017
2018-2019	2018-2019
2020-2021	2020-2021
2022-2023	2022-2023
2024-2025	2024-2025

[illegible]

EXPENSE LOG

Money out - purchases, bills, reimbursements and petty cash.

RECORD FOR	DATE RANGE
1990-1991	1990-1991
1992-1993	1992-1993
1994-1995	1994-1995
1996-1997	1996-1997
1998-1999	1998-1999
2000-2001	2000-2001
2002-2003	2002-2003
2004-2005	2004-2005
2006-2007	2006-2007
2008-2009	2008-2009
2010-2011	2010-2011
2012-2013	2012-2013
2014-2015	2014-2015
2016-2017	2016-2017
2018-2019	2018-2019
2020-2021	2020-2021
2022-2023	2022-2023
2024-2025	2024-2025

[illegible]

MILEAGE LOG

Journey records for reimbursement, tax or fleet management.

RECORD FOR	DATE RANGE
1990	1990-1991
1991	1991-1992
1992	1992-1993
1993	1993-1994
1994	1994-1995
1995	1995-1996
1996	1996-1997
1997	1997-1998
1998	1998-1999
1999	1999-2000
2000	2000-2001
2001	2001-2002
2002	2002-2003
2003	2003-2004
2004	2004-2005
2005	2005-2006
2006	2006-2007
2007	2007-2008
2008	2008-2009
2009	2009-2010
2010	2010-2011
2011	2011-2012
2012	2012-2013
2013	2013-2014
2014	2014-2015
2015	2015-2016
2016	2016-2017
2017	2017-2018
2018	2018-2019
2019	2019-2020
2020	2020-2021
2021	2021-2022
2022	2022-2023
2023	2023-2024
2024	2024-2025
2025	2025-2026
2026	2026-2027
2027	2027-2028
2028	2028-2029
2029	2029-2030
2030	2030-2031
2031	2031-2032
2032	2032-2033
2033	2033-2034
2034	2034-2035
2035	2035-2036
2036	2036-2037
2037	2037-2038
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2039	2039-2040
2040	2040-2041
2041	2041-2042
2042	2042-2043
2043	2043-2044
2044	2044-2045
2045	2045-2046
2046	2046-2047
2047	2047-2048
2048	2048-2049
2049	2049-2050
2050	2050-2051
2051	2051-2052
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2095	2095-2096
2096	2096-2097
2097	2097-2098
2098	2098-2099
2099	2099-2100
2100	2100-2101
2101	2101-2102
2102	2102-2103
2103	2103-2104
2104	2104-2105
2105	2105-2106
2106	2106-2107
2107	2107-2108
2108	2108-2109
2109	2109-2110
2110	2110-2111
2111	2111-2112
2112	2112-2113
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2114	2114-2115
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THIS HAS BEEN A PREVIEW

You've Seen 9 Pages. There Are 116 More Waiting.

The full Multipurpose Log Book & Tracking Planner includes every template you just previewed, plus inventory, income, sales, orders, equipment, maintenance, visitors, projects, supplies, and more - in both a 116-page printable edition and a 26-page fillable digital edition.

WHAT'S IN THE FULL PLANNER

13 ready-made templates - Inventory, Expense, Income, Sales, Order, Equipment, Mileage, Maintenance, Customer, Visitor, Project, Daily Activity, Supplies
Blank customizable logs in 6, 7, 8, 9 and 10-column layouts
Master Record Index, Contacts, Dates, Reference and Notes pages
A 26-page fillable digital edition for tablet, phone and computer

GET YOUR COPY

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Print the pages you need, whenever you need them.