NICHE-SEARCH

WORKSHEET 5 OF 9

Seasonal Slotting Rebuild Worksheet

Use at the start of a known peak season (or three weeks before it) to temporarily reclassify and relocate SKUs whose movement will spike. Revert and document after the season ends.

Complementary worksheet for
Warehouse Management Essentials
by Ibrahim Anwar

SECTION 1

What This Is For

A year-round slotting strategy built on twelve-month average movement data will be wrong during a seasonal peak. The SKUs that sit in Zone B for nine months of the year may be your highest-volume movers in the three months before Lebaran, before the school year, or before the rainy season construction rush. Leaving them in Zone B during the peak means your pickers are walking further for your fastest-selling goods at exactly the moment when order volume is highest and time pressure is greatest.

This worksheet controls the temporary reclassification so it is deliberate, documented, and — critically — reversed when the season ends. Temporary relocations that do not have a scheduled revert date become permanent by default. The master slotting list then reflects a peak configuration applied to normal operations, and the next quarterly revision finds the data inconsistent without understanding why. This worksheet prevents that outcome by requiring the revert date to be set before the peak starts.

SECTION 2

Benefits

What you get when you actually run this worksheet on a real situation:

- Captures the throughput gains of peak-season slotting without permanently distorting the baseline classification.
- Forces a documented revert date, preventing temporary relocations from silently becoming permanent misclassifications.
- Limits temporary reclassifications to SKUs where the frequency increase is large enough to justify the repositioning effort.
- Generates the before-and-after data that improves the next seasonal reclassification — actual peak volumes replace forecasts.
- Keeps the master slotting list accurate through the season and after it, so weekly utilisation checks and cycle counts remain meaningful.

SECTION 3

Framework To Use

Seasonal Reclassification Decision Gate

Two questions determine whether a temporary reclassification is worth the effort. Both must pass.

SECTION 4

How To Use

Follow these steps in order. Each one builds on the previous.

1. Start this worksheet three weeks before the peak begins — not on the day it starts. Three weeks gives time to move SKUs before order volume increases.
2. Identify seasonal SKUs by comparing the previous year's outbound data: which SKUs had a frequency spike of more than 50% during the same peak period last year?
3. For each qualifying SKU: fill in Normal Category and Normal Zone from the current master slotting list.
4. Assign Peak-Season Category based on the expected peak frequency. A Slow SKU that will move at Fast levels during the peak is temporarily reclassified as Fast.
5. Assign Temporary Peak Zone according to the FSN × ABC grid, using the peak-season category.
6. Record the Relocation Date (when the move happens) and the Revert Date (when the SKU moves back to its normal zone). Set the Revert Date before any goods are moved.
7. Name the person responsible for confirming the revert. After the season ends, that person completes the Revert Confirmed column and updates the master slotting list.
8. After the season: compare actual peak outbound data against the frequency forecast that drove the reclassification. Note where the forecast was accurate and where it was not. Use that comparison to refine next year's seasonal reclassification.

SECTION 5

Example Use

A stationery and school supplies distributor prepares for the back-to-school season (July–August). Last year, five SKU groups spiked above 50% of normal frequency. The owner starts this worksheet in mid-June.

The owner pulls last July–August outbound data. Five SKU groups qualify: composition notebooks (SKU NB-12), pencil sets (SKU PC-06), geometry sets (SKU GS-03), correction fluid (SKU CF-08), and plastic folders (SKU FL-22).

Normal classifications: NB-12 Slow-B, PC-06 Slow-A, GS-03 Non-moving, CF-08 Slow-C, FL-22 Slow-B.

Last year's peak frequency: NB-12 jumped 180% above normal (qualifies — well above 50% threshold), PC-06 jumped 210% (qualifies), GS-03 jumped 65% (qualifies — barely), CF-08 jumped 40% (does not qualify — below 50%), FL-22 jumped 90% (qualifies).

Peak-season reclassifications: NB-12 → Fast-B, PC-06 → Fast-A, GS-03 → Slow-C, FL-22 → Fast-B. CF-08 stays in normal zone.

Temporary Peak Zones: NB-12 and FL-22 → Zone A, mid-rack. PC-06 → Zone A, golden level (highest priority). GS-03 → Zone B, front (from Zone C back).

Relocation Date: June 25. Revert Date: September 3 (one week after schools reopen). Revert assigned to warehouse manager Pak Hendra.

After season: actual peak NB-12 frequency was 220% above normal (forecast was 180%). Next year's seasonal reclassification will use 220% as the baseline estimate.

SECTION 6

The Worksheet

Tear this out, copy it onto a fresh sheet, or fill it in directly.

Seasonal Slotting Rebuild Worksheet

Use at the start of a known peak season (or three weeks before it) to temporarily reclassify and relocate SKUs whose movement will spike. Revert and document after the season ends.

SKU CODE	NORMAL CATEGORY	PEAK-SEASON CATEGORY	NORMAL ZONE	TEMPORARY PEAK ZONE	RELOCATION DATE	REVERT DATE	REVERT CONFIRMED? (Y/N)

SECTION 6 (CONTINUED)

Reflection Prompts

After filling in the worksheet on the previous page, work through these.

1. Limit temporary reclassifications to SKUs whose outbound frequency is expected to increase by more than 50 percent during the peak period. Below that threshold, the repositioning effort outweighs the time savings per pick.

2. Set the Revert Date column before the peak starts, not after. A temporary relocation without a scheduled revert date becomes a permanent one by default — and next quarter's regular slotting check will find the data inconsistent with the master list.

3. After the season: compare actual peak outbound data against the forecast that drove the reclassification. Where was it not? That comparison improves the next seasonal reclassification — which will run on better data.

SECTION 7

Tips and Traps

TIPS

- Use last year's actual peak data, not the buyer's optimistic forecast, to determine which SKUs qualify. A SKU that was forecast to spike 60% but actually spiked 15% last year does not qualify — use the actual.
- Schedule the revert as a calendar event before moving anything. Put Pak Hendra's name on the calendar entry. The revert is not a follow-up item — it is part of the plan that was agreed before the goods moved.
- For SKUs borderline at 50%: err toward leaving in place. The repositioning effort for one marginal SKU — pack, move, label, update master list — runs 45–90 minutes. At 15 picks per day over a two-month peak, the time saved must exceed that threshold to justify it.
- Document the peak-season configuration in a dated note in the master slotting list: 'Zone A occupied by peak-season SKUs June 25 – September 3.' Staff who join during the peak will otherwise assume the peak configuration is the permanent one.

TRAPS

- Reclassifying too many SKUs. If more than 20% of your catalog gets a temporary reclassification, the result is effectively a new layout — and a new layout without a systematic approach produces ad-hoc placements. Keep seasonal reclassifications to the genuinely high-impact SKUs.
- Forgetting to update the master slotting list when the revert happens. A master list that still shows Zone A for NB-12 in October will mislead pickers and produce false 'No' answers on the weekly utilisation check.
- Reverting SKUs during peak order volume. Schedule the revert during the first quiet week after the season — not on the last day of peak, when the warehouse is still processing the final surge.
- Treating the revert as optional if the peak-season arrangement 'seems to be working.' A temporary arrangement that stays permanent has displaced a permanent arrangement based on full-year data. That trade is rarely better on a twelve-month basis.

SECTION 8

Appendixes

Appendix A — Seasonal Frequency Spike Calculation

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How to determine if a SKU qualifies for temporary reclassification:

Step 1: Pull normal-period outbound frequency
  Normal Freq = average monthly outbound transactions
                for the same SKU during non-peak months last year

Step 2: Pull peak-period outbound frequency
  Peak Freq = average monthly outbound transactions
              during last year's equivalent peak period

Step 3: Calculate the spike ratio
  Spike Ratio (%) = ((Peak Freq - Normal Freq) / Normal Freq) × 100

Decision:
  Spike Ratio > 50%  → qualifies for temporary reclassification
  Spike Ratio ≤ 50%  → leave in normal zone; repositioning effort
                       will not recover from pick-time savings alone

Example:
  NB-12 normal freq : 22 transactions/month
  NB-12 peak freq   : 62 transactions/month
  Spike Ratio       : ((62 - 22) / 22) × 100 = 181.8% → qualifies
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WHERE THIS WORKSHEET COMES FROM

Warehouse Management Essentials

Control What Enters, What Is Stored, and What Leaves Your Warehouse

by Ibrahim Anwar

This worksheet is one of nine in the *Warehouse Management Essentials* companion worksheet pack. The full pack is grouped into three categories: high-volume worksheets you can run weekly, niche-search worksheets for rare but high-value situations, and specific-case worksheets that walk you through a single concrete scenario.

Every framework, decision filter, and figure used in these worksheets is drawn from the chapters of the source book. The book sets the diagnosis, the worksheets give you the form to act on it.

Available on Google Play Books

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