PANTRY USE-FIRST PRIORITIES

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 Count portions roughly and identify ingredients you can use soon.

STEP 2 Record how many portions were actually used.

STEP 3 Choose a feasible meal and follow official food storage recommendations.

STEP 4 Which fact or document still needs checking?

PANTRY USE-FIRST PRIORITIES

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

INGREDIENT / PANTRY BATCH	ESTIMATED AVAILABLE PORTIONS	PORTIONS USED	REVIEW DATE	SUGGESTED MEAL / FRESHNESS CHECK

Outstanding question or record to confirm

PANTRY USE-FIRST PRIORITIES

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 Count portions roughly and identify ingredients you can use soon.

Concrete next action	Owner / due

ACTION 2 Record how many portions were actually used.

Concrete next action	Owner / due

ACTION 3 Choose a feasible meal and follow official food storage recommendations.

Concrete next action	Owner / due

IMPORTANT CONTEXT

This tool does not assess whether food is safe to eat; follow temperature, date and storage guidance.

- [ ] Source checked
- [ ] Next action assigned