Tea Cupboard Tracker

A printable tea inventory and organization journal



By Slowly Steeped



THIS TEA CUPBOARD TRACKER BELONGS TO

_____.

Date Started:

_____

Because it's surprisingly easy to forget how much tea is hiding in the cupboard.

Slowly Steeped

WELCOME TO YOUR TEA CUPBOARD TRACKER

Use these pages to take stock of the tea you already have, keep track of what's open, and decide what you'd like to finish next.

HOW TO USE THIS TRACKER

1. Take a quick inventory of your tea cupboard.

2. Write down the teas you currently have open.

3. Choose a few teas you'd like to drink next.

4. Reprint the tracking pages whenever your tea stash changes.



MY TEA CUPBOARD

HOW MANY ARE CURRENTLY OPEN?: _____

MY TEA STASH INCLUDES

- □ Black
- □ Green
- □ White
- □ Oolong
- □ Pu-erh / Dark Tea
- □ Herbal
- □ Rooibos
- □ Matcha
- □ Chai / Spiced Tea
- □ Other:_____

WHERE I KEEP MY TEA:

- □ Cupboard
- □ Pantry
- □ Drawer
- □ Tea cart / shelf
- □ More than one place
- □ Other: _____

TEAS I KEEP FORGETTING ABOUT: _____

_____



WHAT'S OPEN RIGHT NOW?

TEA: _____

TYPE:
□ Black □ Green □ White □ Oolong
□ Herbal □ Other: _____

AMOUNT LEFT:
□ Plenty □ About half □ Almost gone
OPENED (IF KNOWN): _____

TEA: _____

TYPE:
□ Black □ Green □ White □ Oolong
□ Herbal □ Other: _____

AMOUNT LEFT:
□ Plenty □ About half □ Almost gone
OPENED (IF KNOWN): _____



WHAT'S OPEN RIGHT NOW?

TEA: _____

TYPE:
□ Black □ Green □ White □ Oolong
□ Herbal □ Other: _____

AMOUNT LEFT:
□ Plenty □ About half □ Almost gone
OPENED (IF KNOWN): _____

TEA: _____

TYPE:
□ Black □ Green □ White □ Oolong
□ Herbal □ Other: _____

AMOUNT LEFT:
□ Plenty □ About half □ Almost gone
OPENED (IF KNOWN): _____



WHAT'S OPEN RIGHT NOW?

TEA: _____

TYPE:
□ Black □ Green □ White □ Oolong
□ Herbal □ Other: _____

AMOUNT LEFT:
□ Plenty □ About half □ Almost gone
OPENED (IF KNOWN): _____

TEA: _____

TYPE:
□ Black □ Green □ White □ Oolong
□ Herbal □ Other: _____

AMOUNT LEFT:
□ Plenty □ About half □ Almost gone
OPENED (IF KNOWN): _____



DRINK THIS NEXT

TEA: _____

WHY THIS ONE?
- □ It's been open awhile
- □ Almost finished
- □ Forgot I had it
- □ Seasonal favorite
- □ Just craving it

AMOUNT LEFT:
- □ Plenty
- □ About half
- □ Almost gone

PLAN TO FINISH BY: _____

FINISHED IT?
- □ Yes Date: _____

WOULD I BUY IT AGAIN?
□ Yes □ Maybe □ No



DRINK THIS NEXT

TEA: _____

WHY THIS ONE?
- □ It's been open awhile
- □ Almost finished
- □ Forgot I had it
- □ Seasonal favorite
- □ Just craving it

AMOUNT LEFT:
- □ Plenty
- □ About half
- □ Almost gone

PLAN TO FINISH BY: _____

FINISHED IT?
- □ Yes Date: _____

WOULD I BUY IT AGAIN?
□ Yes □ Maybe □ No



DRINK THIS NEXT

TEA: _____

WHY THIS ONE?
- □ It's been open awhile
- □ Almost finished
- □ Forgot I had it
- □ Seasonal favorite
- □ Just craving it

AMOUNT LEFT:
- □ Plenty
- □ About half
- □ Almost gone

PLAN TO FINISH BY: _____

FINISHED IT?
- □ Yes Date: _____

WOULD I BUY IT AGAIN?
□ Yes □ Maybe □ No



MY TEA INVENTORY

Keep a simple list of the teas currently in your collection.

TEA STATUS

_____
□ Open □ Unopened

_____
□ Open □ Unopened

_____
□ Open □ Unopened

_____
□ Open □ Unopened

_____
□ Open □ Unopened

_____
□ Open □ Unopened

_____
□ Open □ Unopened

_____
□ Open □ Unopened



MY TEA INVENTORY

Keep a simple list of the teas currently in your collection.

TEA STATUS

_____
□ Open □ Unopened

_____
□ Open □ Unopened

_____
□ Open □ Unopened

_____
□ Open □ Unopened

_____
□ Open □ Unopened

_____
□ Open □ Unopened

_____
□ Open □ Unopened

_____
□ Open □ Unopened



MY TEA INVENTORY

Keep a simple list of the teas currently in your collection.

TEA STATUS

_____
□ Open □ Unopened

_____
□ Open □ Unopened

_____
□ Open □ Unopened

_____
□ Open □ Unopened

_____
□ Open □ Unopened

_____
□ Open □ Unopened

_____
□ Open □ Unopened

_____
□ Open □ Unopened



MY TEA INVENTORY

Keep a simple list of the teas currently in your collection.

TEA STATUS

_____
□ Open □ Unopened

_____
□ Open □ Unopened

_____
□ Open □ Unopened

_____
□ Open □ Unopened

_____
□ Open □ Unopened

_____
□ Open □ Unopened

_____
□ Open □ Unopened

_____
□ Open □ Unopened



ALMOST GONE

Teas with just a few cups left.

TEA: _____
AMOUNT LEFT:
□ 1–2 cups □ A few cups □ Almost empty
FINISH BY: _____
BUY AGAIN?
□ Yes □ Maybe □ No

TEA: _____
AMOUNT LEFT:
□ 1–2 cups □ A few cups □ Almost empty
FINISH BY: _____
BUY AGAIN?
□ Yes □ Maybe □ No

Need more room? Reprint this page anytime.



FORGOTTEN TEAS

Teas I want to bring back into rotation.

Entry 1
TEA: _____
WHY HAS IT BEEN SITTING? _____
NEXT STEP:
□ Drink soon □ Try iced □ Give away □ Don't repurchase
FINISH BY: _____

Entry 2
TEA: _____
WHY HAS IT BEEN SITTING? _____
NEXT STEP:
□ Drink soon □ Try iced □ Give away □ Don't repurchase
FINISH BY: _____

Need more room? Reprint this page anytime.



UNOPENED TEA STASH

Teas I own but haven't opened yet.

TEA: _____
TYPE: _____
OPEN NEXT? □ Yes □ Not yet

TEA: _____
TYPE: _____
OPEN NEXT? □ Yes □ Not yet

TEA: _____
TYPE: _____
OPEN NEXT? □ Yes □ Not yet

TEA: _____
TYPE: _____
OPEN NEXT? □ Yes □ Not yet

Need more room? Reprint this page anytime.



MY TEA FAVORITES

The teas I'm always happy to reach for.

Entry 1

TEA: _____
TYPE: _____
WHAT I LOVE ABOUT IT: _____
BEST FOR:
□ Morning □ Afternoon □ Evening
□ Anytime

Entry 2

TEA: _____
TYPE: _____
WHAT I LOVE ABOUT IT: _____
BEST FOR:
□ Morning □ Afternoon □ Evening
□ Anytime

Need more room? Reprint this page anytime.



WOULD I BUY IT AGAIN?

Keep track of the teas that earned a second spot in the cupboard.

Entry 1
TEA: _____
BRAND: _____
VERDICT:
□ Yes □ Maybe □ No
WHY? _____

Entry 2
TEA: _____
BRAND: _____
VERDICT:
□ Yes □ Maybe □ No
WHY? _____

Need more room? Reprint this page anytime.



TEA REPURCHASE LIST

Favorites worth bringing back into the cupboard.

TEA: _____
BRAND: _____
□ Purchased

TEA: _____
BRAND: _____
□ Purchased

TEA: _____
BRAND: _____
□ Purchased

TEA: _____
BRAND: _____
□ Purchased

TEA: _____
BRAND: _____
□ Purchased

Need more room? Reprint this page anytime.



TEA WISHLIST

Teas I'd like to try next.

TEA: _____
BRAND: _____
WHY I WANT TO TRY IT: _____
□ Bought it

TEA: _____
BRAND: _____
WHY I WANT TO TRY IT: _____
□ Bought it

TEA: _____
BRAND: _____
WHY I WANT TO TRY IT: _____
□ Bought it

Need more room? Reprint this page anytime.



SEASONAL TEA ROTATION

Teas I want to reach for throughout the year.

SPRING: _____
_____
_____
_____

SUMMER: _____
_____
_____
_____

FALL: _____
_____
_____
_____

WINTER: _____
_____
_____
_____



TEA CUPBOARD RESET

Take a few minutes to see what's staying, what needs attention, and what can go.

CHECK MY STASH

□ Toss anything expired or stale
□ Move older teas to the front
□ Check what's already open
□ Set aside teas I want to finish soon
□ Add favorites to my repurchase list
□ Remove teas I know I won't drink
□ Make room before buying more

TEAS TO FINISH FIRST: _____
_____
_____

TEAS TO GIVE AWAY: _____
_____
_____

RESET DATE: _____



TEA STASH NOTES

Anything else I want to remember about my tea collection.

TEAS I WANT TO REMEMBER: _____

_____

_____

_____

_____

_____

_____

_____

OTHER NOTES: _____

_____

_____

_____

_____

_____

_____

_____



THANK YOU FOR USING THE SLOWLY STEEPED TEA CUPBOARD TRACKER

Thanks for bringing a little more order to your tea cupboard.

Use these pages as often as you'd like, and keep the original PDF saved so you'll always have clean copies to print again whenever you need them.

For more tea inspiration, cozy rituals, and slow-living content, visit:

Our Slowly Steeped website

PERSONAL USE ONLY

This digital tracker may be printed and duplicated for the purchaser's personal use only.

It may not be resold, shared, redistributed, copied, or used commercially.

© 2026 Slowly Steeped. All rights reserved.