



cheat sheet

FILE ORGANIZATION



YOUR BUSINESS



BRAND ELEMENTS

- branding (styling guide, logo, headshots, fonts,...)
- business cards
- headshots
- bio
- media kit



CONTENT + PRODUCTS

- blog posts
- online courses
- ebooks
- free downloads
- newsletter / email marketing
- products
- social media
- testimonials
- webinars
- youtube videos
- ads



FINANCE + ACCOUNTING

- financial statement
- financial tracker
- invoices
- receipts
- legal documents



INTERNAL COMMUNICATION

- business plan
- customer service
- content strategy
- goals + planning
- meeting notes
- operations
- statistics



MISCELLANEOUS

- research + inspiration
- files to organize



ARCHIVES

- Store outdated files here



EDUCATION

- Store anything educational here (courses, ebooks,...)



PERSONAL

- Store personal files here

Create these folders in google drive or icloud to organize your files and stay on top of your work.

Declutter by archiving all files you that you don't use anymore.

Try to put everything immediately in the right folder but if you don't have time there's always the extra folder 'to organize', where you can store files and organize them on a later date.