



+1 (617) 491-7638 • GetItDone@QuickAndDirtyTips.com • www.SteverRobbins.com

Sample folder layout

In my episode of January 15, 2008, I suggest using the same filing scheme in your e-mail folders, your computer folders, and your paper folders. Here's an example of my organization:

Clients

- Bernice Frumpton
- Gloria Worthaton
- Phillip Mytanque

Legal

- Contracts
- Living will

Finance

- 401(k)
- Invoices in, to be paid
- Invoices out, awaiting payment

Health

- Insurance documents
- Insurance claim forms, not yet reimbursed
- Eye prescription

Home

- Contractor receipts

Reference

- Articles on 12th century thesbian poets
- Sessions given for clients
 - Session on face-to-face sales skills, workbook materials
 - Session on learning to laugh at office politics
- Vampire Slayer, Buffy The - episodes

Sample Folder Layout

Sample folder layout to organize quickly and simply. This layout will work in paper, e-mail, and computer folders.

