

# Let's Get Digitally Organised: **Where** to store your information

List all of the types of digital information you use

ie. photos, docs, blog posts to read later, emails, downloads, invoices, blog drafts, planners

Social Media Photos

PDF Downloads

Blog Drafts

Blogs to read later

Match up the programs you use to store the information listed in the previous column, OR the place you save them

ie. Email, Asana, Evernote, Dropbox, Google Cal, iCal, Trello, Xero

Dropbox

Desktop

Evernote, My Docs, Dropbox

Internet Browser, bookmarks, Evernote, Inbox

Where you have multiple locations, decide on one, and record it.

# Let's Get Digitally Organised: **How** to store your information

Identify a structure for storing information on your computer, and the a structure for 2 other important locations/ programs.

## File Manager (Hard Drive)

Draft a Master Folder structure to give everything a home

Master Folder Name:

Sub Folders

Master Folder Name:

Sub Folders

Master Folder Name:

Sub Folders

Master Folder Name:

Sub Folders

## Program 2:

Draft a Master File structure for this program

Master Folder/ Structure:

Sub Structure

Master Folder/ Structure:

Sub Structure

Master Folder/ Structure:

Sub Structure

Master Folder/ Structure:

Sub Structure

## Program 3:

Draft a Master File structure for this program

Master Folder/ Structure:

Sub Structure

Master Folder/ Structure:

Sub Structure

Master Folder/ Structure:

Sub Structure

Master Folder/ Structure:

Sub Structure