

# Online Organisation: Structuring your Hard Drive Folders



Draft a Master Folder structure to give everything a home

## **File Manager (Hard Drive)**

Master Folder Name:  
Sub Folders

Master Folder Name:  
Sub Folders

Master Folder Name:  
Sub Folders

Master Folder Name:  
Sub Folders

Master Folder Name:  
Sub Folders

## Suggestions:

- Business Docs
- Client Files
- Admin
- Marketing
- Product Development
- Advertising
- Finance
- Planning
- Website
- Tech