Module 2 Worksheet: Organization & Storage Plan

Following the second module, you can now develop a plan for organizing and storing your digital and analog materials. Let's start with your digital materials.

Digital File Naming Conventions & Folder Organization

Use the space below to consider if you need to update any of your digital file names. If you do, how will you complete this process? Also, try developing a preliminary folder structure for your digital files using a hierarchy/outline format.

Digital Storage Plan

Use the space below to summarize your digital storage plan. Where will you keep primary copies of your digital files? Will you have local backups? Cloud storage backups? How often will you update the backups?

Physical Storage Location & Needs

Use the space below to identify the locations you will use for storage moving forward. Also, make a list of any supplies you may need to purchase to rehouse items into better containers.

Finally, update the columns on the inventory to reflect which items may need to be physically rehoused or reformatted digitally. Also, update the location of the items as you move them.