

Work/Life Filing Conventions

Client Projects	Client Name 1	Admin		
		Research and development		
		Deliverables	Source info	
			V1	
			V2	
	Client Name 2	Project management		
		Admin		
		Research and development		
		Project management		
Personal	Client Name 3	Project management		
		Admin		
		Research and development		
		Project management		
	Family	Child 1		
		Child 2		
		Vacation		
		Projects		
		Finances	Taxes	
			Planning	
			Account records	
		Health	Insurances	
			Research	
			Health Savings Account records	
		Home		
		Pets		
Teaching	2010	Name of Venue (school/conference/workshop, etc.) + Date	Handouts	
			Presentation materials	
			Promotion	
	Name of Venue + Date			
	Name of Venue + Date			
	2009			
	2008			