

Worksheet 5.2 The “Admin” Folder Organization Brainstorming Worksheet

THE “ADMIN” FOLDER

PROJECT STUB NAME:

USE THE SPACE BELOW TO DECIDE ON YOUR FOLDERS, THEIR FILES, AND WHETHER YOU NEED AN INDEXING WORKBOOK/ SPREADSHEET(S) OR OTHER WAY TO KEEP TRACK OF CONTENTS, AND IF SO, WHAT KIND. IF YOU DECIDE YOU NEED THIS, FOR EXAMPLE, A SPREADSHEET FOR EXPENDITURES IN ADDITION TO RECEIPTS, LIST THIS UNDER THE RELEVANT SUB-FOLDER.

NAMES OF SUB-FOLDERS IN THE “ADMIN FOLDER”	CONTENTS

NEXT, CONSIDER HOW YOU WILL WANT TO INDEX THIS FOLDER: A SPREADSHEET, DOCUMENT, SECTION IN YOUR RESEARCH LOG? WHAT KINDS OF INFORMATION WILL YOU WANT TO DOCUMENT ABOUT YOUR “ADMIN” DATA IN THIS FOLDER?