

# THE CLOUD STORAGE ORGANIZATION CHECKLIST

## A Minimalist Framework for Digital Drive Clarity

### 1. THE ROOT DIRECTORY RESET

- Limit your main drive to 4-6 top-level domain folders.
- Add numerical prefixes (e.g., 01\_Work, 02\_Personal) to force logical sorting.
- Remove all loose documents and floating files from your main drive screen.

### 2. THE 3-TIER DEPTH LIMIT

- Level 1: Core Domain (e.g., 01\_Active\_Projects)
- Level 2: Project or Entity Name (e.g., Project\_Alpha)
- Level 3: Asset Group (e.g., Invoices\_2026)
- Never create a Level 4 sub-folder to keep retrieval within three clicks.

### 3. FILE NAMING STANDARDIZATION

- Format every saved file as YYYY-MM-DD\_[Category][Name][Version].
- Use integer versioning (v1.0, v2.0) for major revisions.
- Avoid using vague labels like "FINAL" or "Draft\_Copy".

### 4. DAILY FILE VELOCITY ROUTINE

- Route all incoming downloads into a single 00\_Inbox temporary folder.
- Clear your 00\_Inbox at the end of the day by filing items into active project folders.
- Move finished project folders into 04\_Archive at the end of each month.

**Organizing your digital workspace restores clarity and protects your time; build a clean cloud structure today so your focus stays on the work that matters.**

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