

OP Pattern for Organization

I recognized an emergent pattern of organization from building OPs and project documentation/organization. Using nested folders and regimented labeling has made things much easier to find.

To create the folders before you start producing material is the best, this saves time and facilitates good organization right from the start. First I create a properly titled OP folder inside my Gaia U folder (which is on my Desktop). Label folders how ever is best for you.

Any document I want to organize by date such as meetings and journals I put the date in number form in the title first. I recognize the issue of the US putting the month first as being contrary to others yet, for organization reasons I find it works the best. By putting the month first it keeps the documents chronologically ordered. If you come up with another method stay consistent. I then put a simple description of what it is after the date so I don't need to open it to find out what it is.

Example:

Main project folder - **OP4 passive solar**

inside **OP4 passive solar** I create:

- 1. Design folder** - in here I will put timelines, design models and frameworks, outlines etc. If there are many item I make a nested folder to further organize
- 2. Guild/Advisor (meeting) folder** - Here I put my notes from meeting with advisor/ guild Gaia Radio notes and skillflex notes.
- 3. Journal folder** - here I put my journal records. As described above I title them with the number date (mm/dd/yy) then a description. example:10/4/13 yard purchase
- 4. Images folder** - Here I will likely have several nested folders to organize my images. I might have one that is Past, another as Present, and another as Future or how ever will help me keep the items together that go together.
- 5. Doc. or PDF file folder** - Here I put my PDFs and documents, I might have a nested folder like My PDFs to keep the ones separate for reference ones.
- 6. Project folders** - when I have several projects, I create as many project folders as I need (with clear labeling) and then I might have all of the folders listed above within each project folders. It could also be for specific things that pertain to the project that don't fit in other folders.