

## Productivity Hub Resources

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### File Structure

- Keep your filing structure simple & stick to it!
- Draw or print out your structure and place it somewhere you can easily reference – this will help you easily navigate and save files in the correct location.

### Our Filing Structure:

#### Business Plans

- Strategy
- Product & Service Ideas
- Coaching & mentoring
- Training

#### Clients

- Client Name
  - Project Name
    - Proposal
    - Pre-session
  - Client report, Templates & Procedures

#### Financials

- Projections
- Forecasts

#### Marketing

- Website
- Social Media
- Articles & Vlogs
- Planning
- Brochures & Print

#### Templates & Procedures

- Admin Templates
- Workflows
- Procedures
  - Guidelines
  - Video Procedures

## Technology we use:



For further resources, tips and advice visit

<https://www.productivityhub.com.au/> and click on 'Freebies & Tips'.