

# Digital File Naming & Folder System Template (Preview)

A ready-made naming convention and folder tree, not generic advice.

# The Folder Tree Structure

Use a consistent top-level structure (Clients/Projects > Year > Project Name) so anyone (including future you) can navigate without guessing.

# Get the Full Kit

Get the full version with all rows, formulas, and bonuses at [daveways.com](https://daveways.com)

# Disclaimer

This product is educational and organizational material only. It is not financial, legal, medical, tax, or professional advice. Review decisions with a qualified professional where needed.