

THE FREE LIBRARY

CATALOGUE NO.

C7

WHERE DID I SAVE IT?

a folder system

A folder shape and naming pattern, plus a page to map yours.

FROM our own Studio Library

FORMAT 4 pages • guide and map page

BORROWED BY you

DUE BACK *never. it's yours.*

FREE

*one home
for every file.*

**neuro
made.**
studio

FINAL

SOURCE

OLD

Creatively wired. Intentionally made.

One home for every file

The folder system we use for every product in the Studio Library. Same shape every time, so you never have to remember where this one went.

NeuroMade

your brand

Etsy store

one folder per store or channel

Products

NM03 Habit Tracker

code first, then the name

1 Product files

what customers get. Current version only.

2 Listings

photos, video, title, tags, description

3 Marketing

pins, posts, reels, captions

4 Source

the editable files you'd need to rebuild it

_Superseded

every old version, never deleted

THE NAMING PATTERN

NM03_Habit_Tracker_FILLABLE_v2.1.pdf

CODE

NAME

WHAT IT IS

VERSION

THE RULES

- 01 Numbers in front of folder names keep them in the order you work.
- 02 Product code first, so every file for one product sorts together.
- 03 The version goes in the name. 'final_FINAL_2' is not a version.
- 04 Product files holds the current version only. When a new one lands, the old one moves to _Superseded.
- 05 One home per file. If it's needed somewhere else, use a shortcut, not a copy.
- 06 Archive, don't delete. Storage is cheap. Rebuilding a lost file isn't.

Map your own

Fill this in for one product first. Once it works for one, copy the shape for the rest.

BRAND FOLDER

STORE OR CHANNEL FOLDER

YOUR PRODUCT CODE PATTERN

FIRST PRODUCT FOLDER NAME

FOLDER

WHAT GOES IN IT, FOR YOU

 1 Product files	
 2 Listings	
 3 Marketing	
 4 Source	
 _Superseded	

YOUR NAMING PATTERN

SET IT UP

- ☐ Make the folders for one product.
- ☐ Move that product's files in.
- ☐ Rename the current versions with the pattern.
- ☐ Move everything older to _Superseded.
- ☐ Next week, do the next product.

RULE OF THUMB

If you've had to search for the same file twice, it's living in the wrong folder. Move it now, while you remember where it was.

Want the whole thing?

Folders are one part of the system. The Business Ecosystem Mapper maps the rest.

NM.16

Business Ecosystem Mapper

90 pages for mapping the tools, people and costs that run your business, then deciding what to cut.

- Ecosystem, Category, Cut, Audit and Review sections
- Fillable and print & write editions, plus a two-page Quick Start
- Also made as a Notion template

SEE THE PDF WORKBOOK

SEE THE NOTION TEMPLATE

MORE FREE THINGS

New pages, checklists and prompt packs go up in the Free Library as we make them.

neuromadestudio.shop/free

*made for brains that
do things their own way.*

SHARING

Print it, fill it in, use it as often as you like. If a friend would like it too, send them the link rather than the file, and please don't resell or re-upload it.



Creatively wired. Intentionally made.