

The Google Drive Glow Up

If your Google Drive looks like a graveyard of screenshots and half-done PDFs... you're not alone. I built these starter folder systems based on real client needs, so you can stop wasting time digging and start running your business like the CEO you are.

Need this set up for you? Want it synced with ClickUp, client forms, or automations? I can help! [Book a Discovery Call.](#)

The Coach / Educator / Service Pro

The Creative / Photographer / Designer

The CEO with a Small Team

The Multi-Passionate Solopreneur

How to Use the Guide

This isn't just about being tidy.

Each setup on the next few pages is built to match how real businesses actually work.

Here's how to get the most out of them:

- Start with one system that feels closest to your business
- Create the top-level folders in Drive, then start dragging in what you already have
- Use naming conventions that make sense to you (**Example: “2024 Tax Docs” not “Important Important FINAL”**)
- **Bonus tip:** Add emojis to folders you access often (they'll sort to the top AND you'll be able to find them easier.)

This isn't about perfection—it's about making your digital space less chaotic so you can move faster and think clearer.

Want to Take It Further?

This is just the beginning.

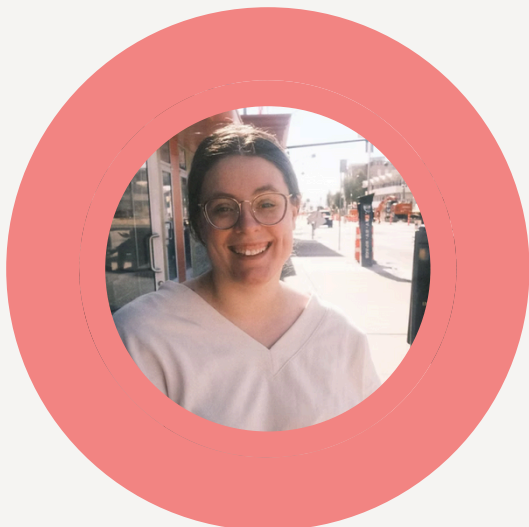
If you want your systems to actually support you instead of slow you down, here's what's next:

Here's how I help clients upgrade their Drive:

- Connect to ClickUp so files attach to tasks automatically
- Auto-organize client forms into the right folders (no dragging around)
- Build a shared portal where clients can access only what they need
- Set up automations so onboarding, updates, and file-sharing run themselves

If you're thinking "that sounds amazing but I don't have time to figure it out..."

Cool, I do.



BOOK A
DISCOVERY CALL

The Coach / Educator / Service Pro



Admin & Legal

Contracts, tax documents, business licenses

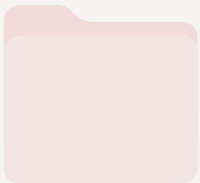


Templates & Assets

Canva links, email swipe files, SOPs



Clients

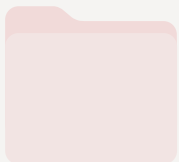


Subfolder for each

intake form, contract, session
notes, recordings



Offers



Subfolder for each

subfolder per program with
curriculum, slides, replay links

The Creative / Photographer / Designer



Business Admin

invoices, CRM exports, planning docs



Brand Assets

logos, fonts, headshots

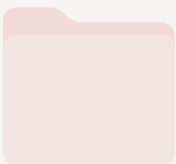


Marketing

reels drafts, content buckets, testimonials



Client Projects



Subfolder for each

moodboard, contract, proofs,
final files

The CEO with a Small Team



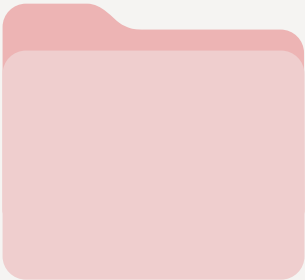
Company Admin

tax, HR, contracts



Team Docs

SOPs, onboarding guides, org chart

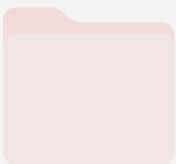


Shared Resources

templates, marketing, product updates



Projects



subfolder per initiative

briefs, slides, assets

The Multi-Passionate Solopreneur



Admin & Ops

contracts, financials, brand guidelines



Big Ideas & Planning

biz vision, idea dumps, product roadmap

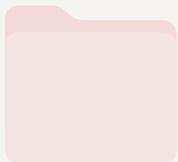


Content & Marketing

IG captions, newsletter drafts, freebies



Active Offers



**subfolders for coaching,
templates, services**

Google Drive systems are just one way I help clients stop drowning in digital clutter. If you want a system that actually works the way your brain does, I'd love to help.

Let's make things smoother, clearer, and 1000% easier.

BOOK A DISCOVERY CALL