

TOP 10

best practices for organization

- 01 Standardize file naming conventions across the team.
- 02 Version-control drawings intentionally (no mastery PDFs).
- 03 Create a central template and protect it.
- 04 Maintain a live decision log for large projects.
- 05 Use checklists for every major milestone submission.
- 06 Audit shared drives quarterly.
- 07 Archive completed projects cleanly with lessons noted.
- 08 Keep spec sheets in a labeled, searchable database.
- 09 Separate “approved” vs “in review” clearly.
- 10 Do a 10-minute end-of-day desk + desktop reset.