

Philosophy

How to stay organized, Conceptual Ideas about work

- [Organization](#)
 - [Organizational Systems](#)

Organization

Organizational Systems

It doesn't really matter what your system is, but you should have one. My systems are constantly evolving, though there is a consistent through-line if you go through how I managed projects, or money, or files, or gear. Folder management is a really good example. You should also allow yourself the ability to "do it dirty" within your systems, to cut yourself some slack and make a mess when you need to.

Things that have helped me massively over the years:

- Creating an evolving "Project-SetUp" folder that you can use and reuse. This is some of the Secret Sauce.
- Creating an evolving Asset Tracking system
- Cases, shelves, bags. Putting things in places, labeling those places, remembering where those places are. For some reason I have never been able to keep my shit together with SD cards or CF cards. Someday I'll figure it out.
- Tool cases for on-site work – a baseline pack augmented with what's job specific.
- Gear directories – keeping a very rough inventory of the things so you know where to look for a type of thing that you own.
- Label makers
- Keep track of your budgets and your project gear !
- All contracts, terms, and payment details : **get that in writing.**

I'm obsessed with efficiencies and project systems, but have found that there are two general approaches for organizing projects that work in tandem. The upstream approach is whatever system project executives have bought into, and the downstream approach, which is whatever your 'working' team, vendors, and partners are comfortable with. I've been doing this long enough to know that there is not a one-size-fits-all approach to Creative Technology projects: the way a film production company works is totally different than a fabrication shop or a museum. Ad executives don't care about maintenance schedules, and Touch Designer teams don't need (or want) to know when the director is available for boards. In the way that someone is a "Phone Guy" and terrible with email, you need to be flexible to the needs and workflow of your team.