

File Flow: Create a Digital File System That Works Like You Do

Introduction:

Here is your invitation to participate in a different kind of course – one that is designed around how you think and work by creating a personal digital file system, so you find what you need when you need it. Every wasted minute searching—or worse, recreating a lost file—is costing you time, money, and sanity. But that ends here with File Flow.

Here's what I'm going to help you do: set up your own digital file management system—built in real time, based on what actually works for you. You'll learn how to:

- Reclaim hours every week by clearing digital clutter—without deleting anything
- Set up folders that make finding files fast and frustration-free
- Relocate your go-to files into a system that speeds up daily work
- Keep everything organized with minimal upkeep—no guilt, no falling behind

And we're going to do it all without perfectionism, tech confusion, or endless setup videos

My goal is to help you build a digital workspace that makes running your business *better*—with less stress, more clarity, and more time for the things that matter.

The Plan:

Over the 4 weeks of the course and beyond we're going to leverage three simple processes that make up the **File Flow Model**:

1. The Digital Sweep

The average person piles everything on the desktop, stashes it randomly in folders they never revisit, or files with no clear system, creating more confusion.

Because of that, they waste time searching—or worse, recreating what they can't find.

Instead, we start by safely sweeping everything aside, so you can build your system *on top of what you really use*.

→ **Result: Clear space without deleting a thing**

Which leads us to...

2. The Personal Framework Builder

The average person either has no filing system or tries to follow traditional file management advice that gives you a rigid template to copy.

Because of that, it breaks down the moment it doesn't match your brain.

Instead, I help you build a flexible, custom-fit structure that fits your thinking style, so it makes filing and finding files naturally.

→ **Result: This is your system—not someone else's.**

Then we install...

3. Real-Time Rebuild

I don't make you watch videos and do it alone and that allows me to guide you each step of the way.

I'll talk you through it live while you build your system so you can test it in real time.

→ **Result: You'll get feedback, ask questions, reflect, and take action every session.**

Let me break down exactly how we're going to do this together:

Process:

In Phase 1 we'll focus on **Clearing Space to Work**.

- You'll corral your current files into two "holding" folders—no deleting, no judgment.
- You'll see your digital chaos become a clean slate.

Early Win: Feel relief and clarity within 15 minutes.

Then in Phase 2... we'll **Build Your Root Folder Structure**

- You'll choose a sample model or build your own.
- Then you'll create your personal file framework based on how you work.

Early Win: Your system begins to take shape, live.

Finally in Phase 3, we'll engage the **Real-Time Rebuild Method** and move your real files into your new system.

- Only the files you actually use get moved in.
- Everything is tested, tweaked, and tailored for you.

Early Win: You'll use your new system to do real work during the course.

Proof Statement:

This is the same method I use to manage HER Life Hacks – all my course materials, product files, and marketing content—across 3 devices, dozens of file types, and with zero (well – almost zero) overwhelm.

What started as a digital mess became a streamlined, flexible system. Now, I can find what I need in seconds, and you will too.

But it's not a "one and done" method. It's a process of creating and maintaining a system that works for you.

Summary:

By joining ***File Flow: Create a Digital File System That Works Like You Do***, you'll get support and live guidance to create your personalized digital organization system.

We'll meet once a week for four weeks in 60-minute working sessions using this format:

1. Demo or concept
2. Q&A
3. Co-working session
4. Group reflection
5. Define your next step

You'll also get templates and worksheets to define, refine, and reinforce your progress.

The Investment?

Your investment to finally feel organized inside the **File Flow** system workshop follows the “Pay as you Progress” model in which you pay by the week. Course materials will be distributed for the following week after payment is received for that week.

You can get started today for \$100 per week for 4 Weeks.

Most clients are already saving time – and reducing stress in just one session.

You won't just have a folder system—you'll have a process that you *use* every day.

Terms:

Stay as Long as You Like

File Flow is a “you-first” community.

I take on all the risk and you can stay as long as I am delivering value.

You are welcome to leave at any time

Guarantee:

Guarantees and Big Promises

No guarantees, big promises or refunds.

Just real, guided progress—and a better way to manage your business files without chaos.

Bonuses:

When you join, you'll also get (distributed by week):

- A fillable *File Flow* workbook with hyperlinked resources to develop and track your system-building journey
- *File Flow Progress Tracker* checklist to guide you through weekly steps
- *File Framework Templates* cheat sheet you can tweak or copy
- *File Like You Work* cheat sheet for folder and file naming conventions
- *Digital File Maintenance Plan & Schedule* to help you maintain your personal file system
- Email support between sessions as needed
- Access to the replay videos

FAQ:

Q: Is this just theory or will we actually organize files?

A: You will *actively* work on your files during every session—no passive learning here.

Q: What if I'm not tech-savvy?

A: If you can drag and drop, you can do this. I'll walk you through it live.

Q: What if I miss a session?

A: Recordings are available, and email support is also available.

Q: What if my system doesn't work?

A: That's why we do group reflection and tweaking—so you walk away with a system that *does* work for you.

And if you've got a question, email me at vicki@herlife hacks.com

So, if you're ready to jump in...

How to Get Started:

Step 1: Complete the [signup form in Thrivecart](#) with your best email address and select your payment system.

Step 2: I'll get you enrolled and send your prep materials for the first week.

Step 3: Join our first live session and start building your better file system on the spot.

Course Schedule:

The course schedule will be determined with participants following closure of the launch. I'm limiting the course to 3-5 participants, so there is ample time to share and work with individual needs.

Therefore, I will contact participants individually and set a date and time for the course to start, which is anticipated to begin the week of October 13-17, 2025. There will be four 1-hour classes delivered over the span of 4 weeks.