

Folder Navigation Map

FOUR WORKSHEETS / ONE FOCUSED SECTION PER PAGE

Date / reference: _____

Define the collection

Collection name

Starting folder

Main task

Scope boundary

Folder Navigation Map

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Map the branches

Active work folder

Reference folder

Completed output folder

Temporary holding folder

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Explain retrieval

File sought

Route to file

Similar name to avoid

Current version cue

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Improve the map

Confusing branch

Misplaced file

Change to confirm

Next folder review
