

A MENU OF FILING CATEGORIES

This list is from the 2nd edition of *I'd Rather Be in the Studio*—slightly edited and updated. Some items here are more likely to be digital while others are more likely to be on paper. You get to decide.

To the first three categories that were in the book, I would add a Personal category for filing personal things.

Think, big, broad categories and then subfolders within each category.

Business / Legal

- Assistants
- Bank Statements
- Business Equipment
- Contracts
- Correspondence
- Exhibitions
- Finances (Invoices, Receipts, Bank Statements, Taxes)
- Insurance
- Intellectual Property
- Legal Issues
- Licensing
- Software and Technology
- Website

Art

- Art Biz Success
- Articles About Me
- Articles for Inspiration
- Artist Organizations & Communities
- Artist Statement
- Caring for Art
- Coaching
- Documentation
- Ideas
- Images
- Materials and Techniques
- Philosophy
- Résumé and Bio
- Teaching
- Wish List
- Workshops

Marketing and Sales

- Contacts
- Content
- E-Commerce
- Exhibitions (festivals, galleries, museums)
- Inventory and Price Lists
- Launches
- Mailing List
- Marketing Articles
- Media Contacts
- Media Releases
- Photography Tips
- Public Speaking
- Receipts for Artwork Sales
- Sales Tips
- Social Media
- Venues
- Website Ideas
- Website Projects

Personal

- Correspondence
- Family
- Finances-Personal
- Healthcare
- Home and House
- Recipes
- Travel