#1: Beginning of the mass chaos I call my folder system.

#2: Last year I dealt almost solely with copy, so I created a folder to keep track of it all.
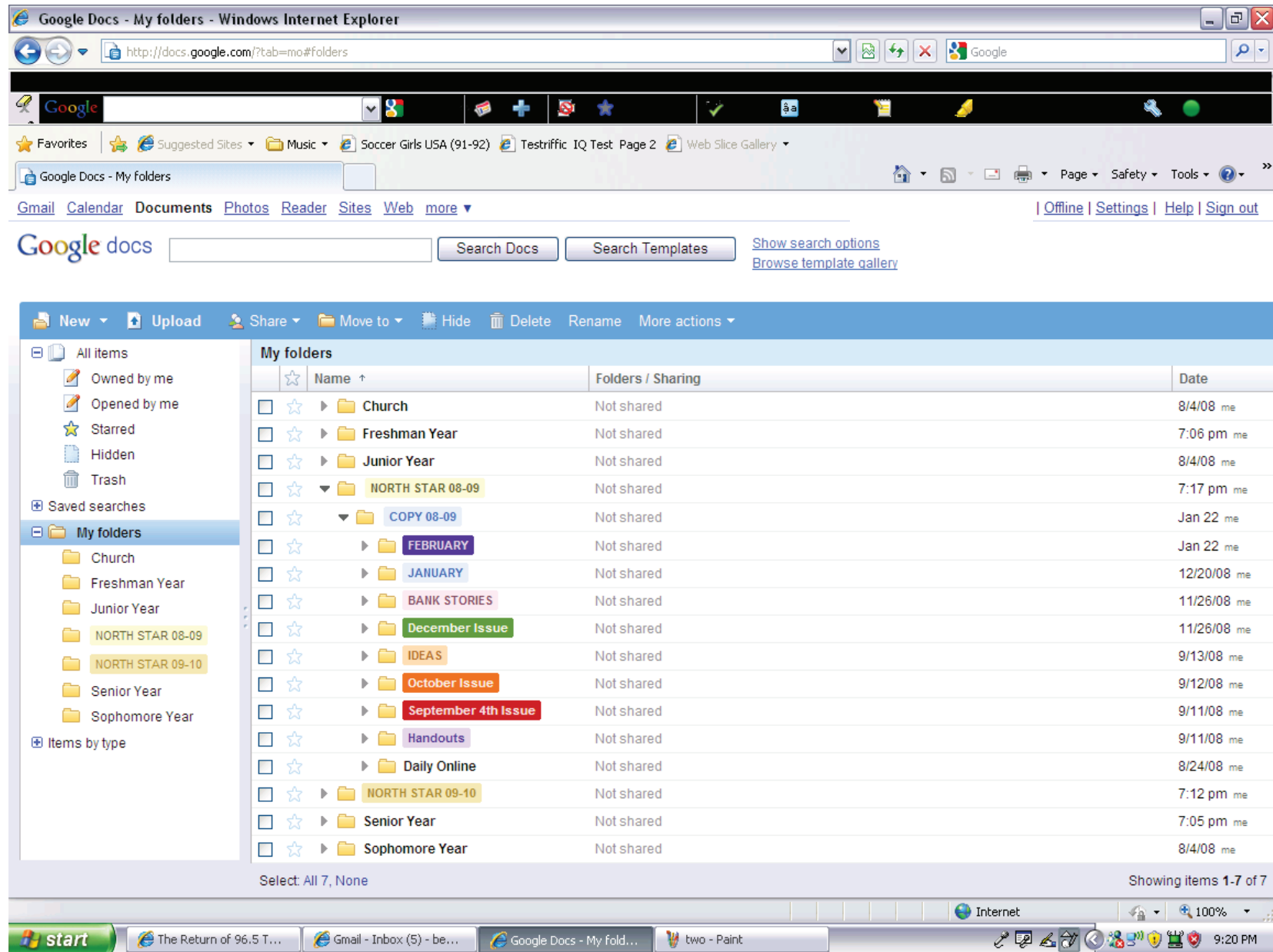
#3: I created a folder for each month.
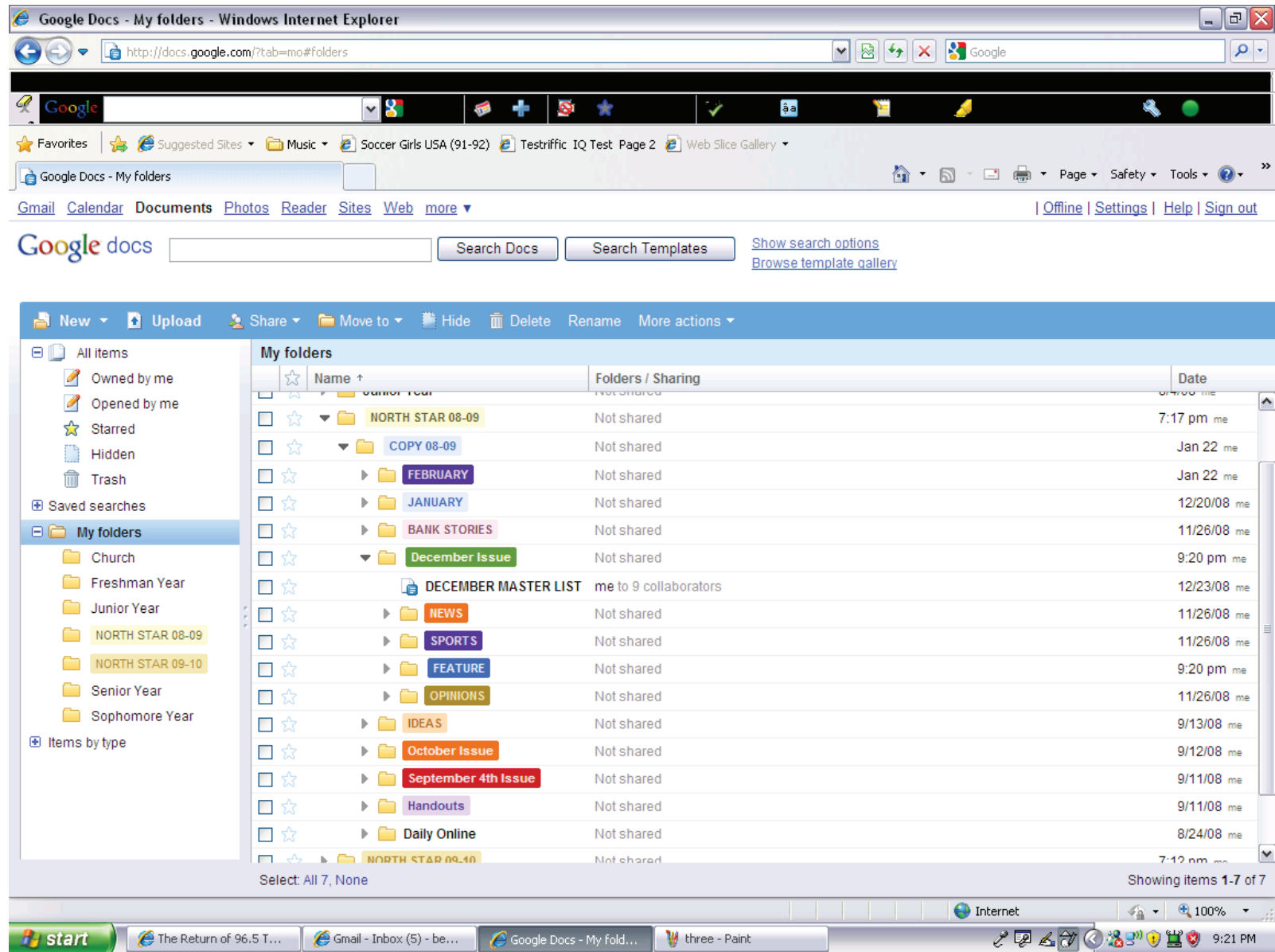
#4: Within each month, I had a folder for each section and occasionally some other misc. things, including the master list for the month.

#5: Once I click on a section, I'm able to see the stories for that month for that section.

Google docs

betsy.kay.b@gmail.com | Docs Home | Help | Sign out

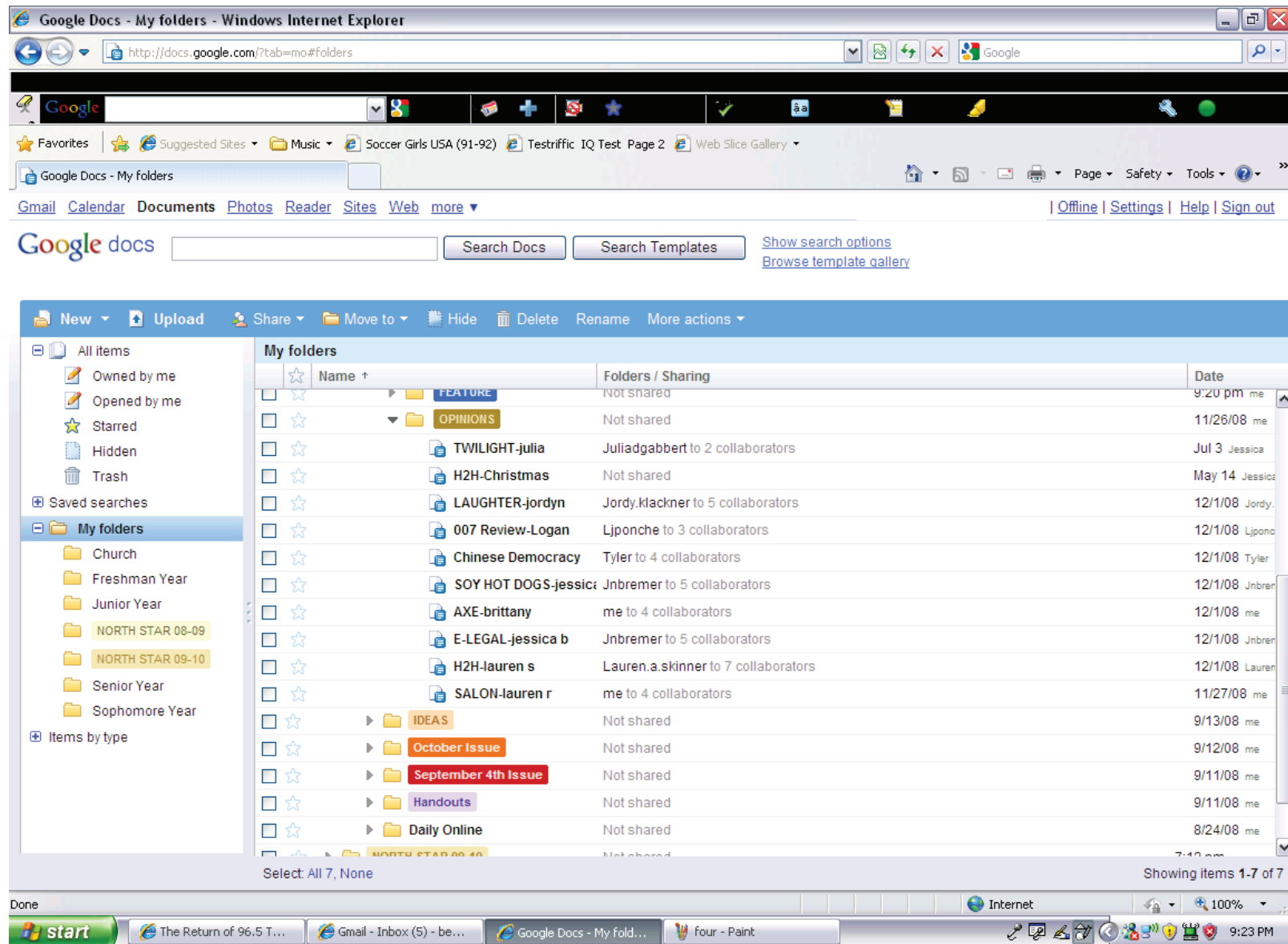**FEBRUARY MASTER LIST**   saved on 8/18/09 9:30 PM by Betsy Blanchard   Share ▾ Save Save & Close

File   Edit   View   Insert   Format   Table   Tools   Help

Styles   Georgia   24pt ▾   **B** *I* U A ▾   Link

FEBRUARY STORIES

TURNED IN   FINALS

NEWS - Betsy B

BRIEF NS COFFEE HOUSE: Mallory *(Bethany & Elizabeth's page)*
BRIEF LANGUAGE CLUBS MARDI GRAS: Nicole *(Bethany & Elizabeth's page)*
BRIEF NEW CADET SPONSOR: Betsy B, 133 words *(Bethany & Elizabeth's page)*
BRIEF CHOIR STATE: Maggie J, 189 words *(Bethany & Elizabeth's page) - needs to get a quote from Kaylie*
BRIEF DECA DISTRICTS: Taylor B, 213 words *(Bethany & Elizabeth's page) - finding out something for me*
BRIEF BOOK DISCUSSION: Lauren Smith - 5th hour, 172 words *(Bethany & Elizabeth's page) - NEEDS ANOTHER SOURCE! GAH*
BRIEF LUNCH TABLES: Monica M - 5th hour, 154 words *(Bethany & Elizabeth's page) - is this running?*
BIG CSLP TRIP: Logan P, 268 words *(Bethany & Elizabeth's page)*
BIG LITERARY MAGAZINE: Brittany, 246 words *(Bethany & Elizabeth's page) - needs to be doubled in size...*
BIG FEA CONVENTION: Bethany B, 290 words - *the ending quote does NOT go with the story...*
BIG PROM FASHION SHOW: Morgan V, 345 words - *there are a few things i've written on there that she has ignored, but i would like to have them fixed if necessary*

SPORTS - Logan P

GIRLS SWIM: Rachel H, 423 words (p.36)
WRESTLING: Pat F
BOYS BBALL: Daivd, 216 words (p.36)
KNIGHTLINE: Vicki V, 192 words *(Ryan and Brent's page)* DUE AFTER NATIONALS
CHEER: Lauren S -
HOCKEY: Rebecca - 5th hour, 136 words *(Ryan and Brent's page) - wish i could tell you*
BOWLING: R.J., 192 words
FEATURE CASSETTA BROTHERS: Journalism student, 513 words
COLUMN KURT WARNER: Ryan F, 292 words (p.41) - *he's working to make it more about him, and less about Warner*

#6: A sample master list. My brain for the month. I would use it to keep track of which stories were finished/not finished and what each story needed to become finished. Sometimes I would add extra information on here; for example, for this particular month I included the names of the page desginers for each story so I would know in case I was asked.

#7: Look how pretty!