

Auto-sort files into client folders

For solo operators running the whole business.

Who this is for

Solo operators and one-person businesses who wear every hat â sales, delivery, admin, and support â and need leverage without hiring a department.

Desktop piles become lost work and duplicate versions.

Suggested stack

Strict folder taxonomy + rules for inbound files. Primary tools: Google Drive, Hazel, Zapier.

Do this

1. Standard path: Clients/{name}/{year}/{contracts|invoices|delivery}.
2. Zap email attachments with subject tags into Drive.
3. On Mac, Hazel can file local downloads by name pattern.
4. Refuse to save â final_v7â â use dates or git.

Operator tip

Naming conventions are automation. Without them, rules fail.

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