

A messy shared folder becomes an organised structure, with approval before any change

You practise this in the course

Structure

1. 01 Admin
2. 02 Clients (one folder per client)
3. 03 Archive (older than two years)

Naming rule

Year-month, client, document: for example 2026-09 Riverbend proposal.

Change log (extract)

Before	After	Status
final_v2.docx	2026-09 Riverbend proposal.docx	Renamed after approval
FINAL invoice.pdf	2026-08 Harbour invoice.pdf	Renamed after approval
proposal (1).docx	–	Held: possible duplicate

YOU START WITH

A fictional shared folder of 142 files with mixed names and possible duplicates.

WHAT YOU PRACTISE

Asking for a plan first, approving changes before they happen and keeping a change log.

THE PROMPT USED

“Propose a folder structure and a naming rule for these files. Do not move, rename or delete anything yet: show me the plan and a list of changes for approval first.”

THE FINISHED OUTPUT CONTAINS

- A proposed structure and one naming rule
- A list of changes approved before they were made
- Possible duplicates held back for a person to check

STILL NEEDS HUMAN CHECKING

- Duplicates, by a person, before anything is removed
- That approval settings match the task
- The change log against the folder

RELATED COURSE

[Claude Cowork: Practical Workflows for Business](#) · Module: Checkpoints, permissions and review

Account note: Cowork needs a paid Claude plan; local folders need the Claude desktop app. On some accounts Cowork appears inside chat, on others as a separate option, and Enterprise organisations enable it centrally.