

# Google Drive Organization Steps

## Step 1

Setup 3 Folders

1. Kaizen Success System
2. Class Templates
3. Class Work

## Step 2

Open the [shared link](#) and add this view only worksheet to your drive

## Step 3

Move the view only template document into your Class Templates Folder

## Step 4

Right click and make a copy of the templates worksheet so you now own the new file with full edit rights.

## Step 5

Right click and rename this file '*The Kaizen Success System Worksheet*'

## Step 6

Move the new document into your Class Work Folder

## Step 7

Save the Kaizen Success System Worksheet as a Bookmark in Google Chrome