Process: Staying organized
Topics: Making sense of your .do files, datasets, word docs, and PDFs

- **Project** - Topic-specific project name, stored in MyDocuments or Dropbox
- **Milestones**
  - M1
  - M2
  - M2
  - Etc...
- **Code** - Stata code related to the analysis
- **Data** – Original datasets, created datasets related to the analysis
- **Output** - log files, exported .txt and .xls files, exploratory and final excel tables, figures
- **Literature** - scientific articles saved as “author_year” or “author_year_topic”; policy documents; DHS report
- **Manuscript** - template, all drafts, submitted version