

# gig ENTERTAINER RAMP

the future isn't email

It's a post-apocalyptic world where disorganization reigns supreme. But fear not! I've got the ultimate weapon for you - a kickass organizing system, tailor-made for the chaos-loving, multitasking freelance entertainer.

We're talking six slick categories that'll dodge chaos like Neo dodges bullets: Inbox, Outbox, Work in Progress, Active, Trash/Purgatory, and Archive. This isn't just a system: it's your digital dojo, where mess meets its match, and productivity is the hero.

Ready to conquer the disarray? Let's plug in and show this cluttered world who's the real boss!

This is how I organize files on my computer and objects in real life

I have an inbox, outbox, work in progress, active, trash, and archive. Work in progress, active, and archive are homes for things. Inbox, outbox, and trash are places for homeless things. I clear them out as regularly as possible.

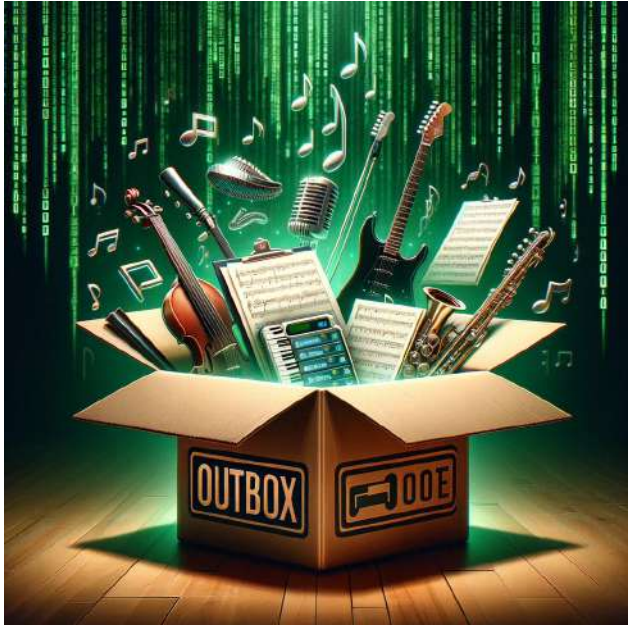
Everything in the inbox, goes to a home. Everything in the outbox leaves my world. And everything in the trash is gifted or dumpster'd



## 1. INBOX

Extended Synopsis: Think of the inbox as your initial landing spot for anything that's new and unsorted. It's where you temporarily store things that you haven't had the chance to categorize or decide upon. This is especially useful when you're in a rush and need to keep your space uncluttered, but don't immediately have time to organize everything.

● Digital Examples: New emails, recently

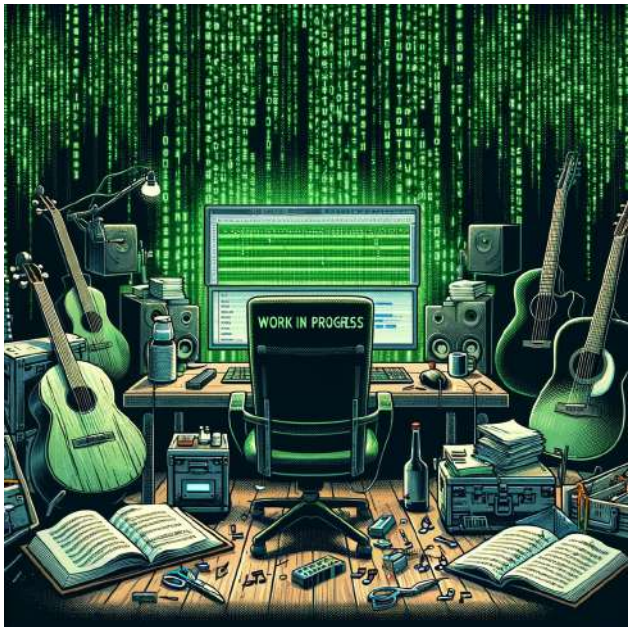


## 2. OUTBOX

**Extended Synopsis:** The outbox is for items that are ready to leave your workspace. This could be something you're sending to others or tasks you need to complete outside your usual environment. The outbox helps you keep track of outgoing projects and ensures that nothing important is forgotten or misplaced in the shuffle of daily activities.

● **Digital Examples:** Emails drafted and ready to send, videos or posts scheduled for upload, completed projects ready for delivery.

● **Physical Examples:** Gifts you plan to give, packages to be mailed, materials to be brought to meetings or performances.



## 3. WORK IN PROGRESS

**Extended Synopsis:** Your active project hub. This category is crucial for keeping ongoing projects organized and accessible. As a freelance entertainer, you likely juggle multiple projects simultaneously. Having a dedicated space for ongoing work helps you stay focused and prevents tasks from being lost or forgotten.

● **Digital Examples:** Current performance scripts, video editing projects, music compositions in progress.

● **Physical Examples:** Costumes currently being tailored, set pieces under construction, incomplete choreography notes.



## 4. ACTIVE

**Extended Synopsis:** Active items are those you frequently use but aren't part of a specific, current project. This category is perfect for resources you need to access regularly, ensuring they're always at hand without cluttering your main workspace. It's about streamlining your workflow and keeping your most-used tools easily accessible.

- **Digital Examples:** General contract templates, frequently used software, digital catalogs of music or sound effects.
- **Physical Examples:** Your go-to makeup kit, favorite rehearsal outfit, general props used in various performances.



## 5. TRASH/PURGATORY

**Extended Synopsis:** A staging area for items you're considering discarding. This category allows you to review things before making a final decision, which is particularly useful for ensuring that you don't prematurely throw away something that might still have value. It's your last checkpoint before saying goodbye to an item.

- **Digital Examples:** Redundant files, old versions of projects, apps you haven't used in months.
- **Physical Examples:** Worn-out costumes, outdated brochures or business cards, props that are no longer relevant.

## 6. ARCHIVE



**Extended Synopsis:** The archive is your long-term storage for items that are not currently in use but are important for future reference or sentimental reasons. As an entertainer, you might want to look back at past performances for inspiration, or you may need to reference old contracts and project files. The archive ensures these items are safe and retrievable when needed.

● **Digital Examples:** Portfolio of past performances, archived client communications, historical press releases.

● **Physical Examples:** Memorabilia from significant performances, previous years' tax documents, collection of past event posters.

- **INBOX INITIATION:** START BY IDENTIFYING YOUR 'MATRIX' – THE CHAOS ZONE. GATHER ALL THOSE ROGUE DIGITAL AND PHYSICAL ITEMS LURKING AROUND. EMAILS, DOWNLOADS, RANDOM PROPS, OR MYSTERIOUS NOTES – IF IT'S UNSORTED, IT GOES IN YOUR INBOX. THINK OF IT AS YOUR PERSONAL 'ZION', THE LAST STAND AGAINST DISORDER.
- **OUTBOX ODYSSEY:** NEXT, GEAR UP FOR SOME OUTBOUND ACTION. ANYTHING READY TO LEAVE YOUR REALM – BE IT EMAILS, PROJECTS, OR THAT WEIRD COSTUME PIECE – MOVES TO THE OUTBOX. THIS IS YOUR LAUNCHPAD, WHERE THINGS GET READY TO FLY OUT INTO THE COSMOS.
- **WORK-IN-PROGRESS WONDERLAND:** NOW, CHANNEL YOUR INNER NEO AND FOCUS ON THE 'HERE AND NOW' OF YOUR PROJECTS. YOUR WORK IN PROGRESS IS THE DOJO WHERE YOU TRAIN AND TRANSFORM IDEAS INTO REALITY. KEEP YOUR CURRENT ACTS, SCRIPTS, OR DIGITAL DRAFTS HERE, AND WATCH THEM EVOLVE. MAKE A HOME FOR EACH PROJECT SO YOU KNOW EXACTLY WHERE TO PUT EVERYTHING.
- **ACTIVE ARSENAL:** ASSEMBLE YOUR GO-TO GADGETS AND TOOLS IN THE ACTIVE CATEGORY. THESE ARE YOUR EVERYDAY HEROES, ALWAYS ON STANDBY. FROM FREQUENTLY USED SOFTWARE TO YOUR LUCKY REHEARSAL HAT, KEEP THEM CLOSE AND READY FOR ACTION.
- **TRASH/PURGATORY PIT STOP:** TIME TO FACE THE MEROVINGIAN OF YOUR WORLD – THE TRASH/PURGATORY. HERE, YOU DECIDE THE FATE OF EACH ITEM. IS IT DESTINED FOR DELETION, OR DOES IT DESERVE A SECOND CHANCE? MAKE THE CALL AND KEEP YOUR WORLD CLUTTER-FREE.

- **ARCHIVE ASYLUM:** LASTLY, SAFEGUARD YOUR PRECIOUS MEMORIES AND VITAL RECORDS IN THE ARCHIVE. LIKE THE ORACLE'S INSIGHTS, THESE ARE YOUR HIDDEN GEMS AND WISDOM FOR FUTURE REFERENCE. OLD PROJECTS, NOSTALGIC PROPS, OR PAST ACHIEVEMENTS – THEY ALL FIND PEACE HERE.