

Digital Organization

Get organized. Stay productive. Close with confidence.

Instructed by **Brett Bishop**



WHAT YOU'LL LEARN



BUILD A FOOLPROOF FOLDER SYSTEM

Learn how to set up a logical, reusable digital filing structure tailored for real estate transactions — from listing to closing.



GOOGLE DRIVE FOR DESKTOP: YOUR NEW BEST FRIEND

Discover how to sync and access files from anywhere, even when you're offline or switching devices.



GOOGLE WORKSPACE IN ACTION

Put Docs, Sheets, Tasks, and Calendar to work for you — manage timelines, track client details, and streamline communication.



WORKFLOW THAT WORKS

Adopt time-saving digital habits that free up brain space and reduce stress during busy transaction cycles.

— AUGUST —



TUESDAY
AUGUST 18TH



3:00PM–4:30PM CST
4:00PM–5:30PM EST



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