- Creating a folder structure at the outset makes things easier to find.  Remember - some programs have difficulty with spaces in folder names

- Having scripts handle only one thing makes it easier to find & adjust code

- Consider use of camelCase, snake\_case, kebab-case or PascalCase. Ensure everyone on the team knows which to use.

- Clearly naming variables & methods allows easier understanding by your team

- Using variables means that changing one value updates every instance, so none are forgotten.

- Allowing other scripts to access variables at will can cause unforeseen problems

- Comments allow others (and your future self!) to understand the code’s purpose

- Pseudo code – a mix of plain English and coding terms - can help frame what you want to achieve before you start writing real code

- Methods and co-routines can reduce the amount of code repetition, resulting in a tidier script.