

Why We Use Google Drive as Our Central Hub

Google Drive is our go-to data hub for seamless collaboration with our VAs. With tools like Google Sheets and Docs, we can work on files in real time, keep everything organized, and avoid endless email exchanges.

This saves time, reduces errors, and boosts efficiency—all at a low cost or even for free, depending on our storage needs.

Keeping Our Pins Organized

Using Google Drive helps us efficiently manage pins for different KWs while keeping everything structured. Without a clear folder system, it's easy to lose track of KWs and uploaded pins—especially when managing multiple sites.

The combination of an overview sheet and Google Drive makes it incredibly easy to keep all pins organized and accessible across multiple sites.

Effortless VA Collaboration

When working with VAs (e.g., for pin uploads), we simply grant them access to the relevant sites and folders—making the entire process smooth and hassle-free.

Google Drive for Desktop

I don't know about you, but Google Drive in the browser has always been super slow for me, especially when you're uploading a lot of images at once.

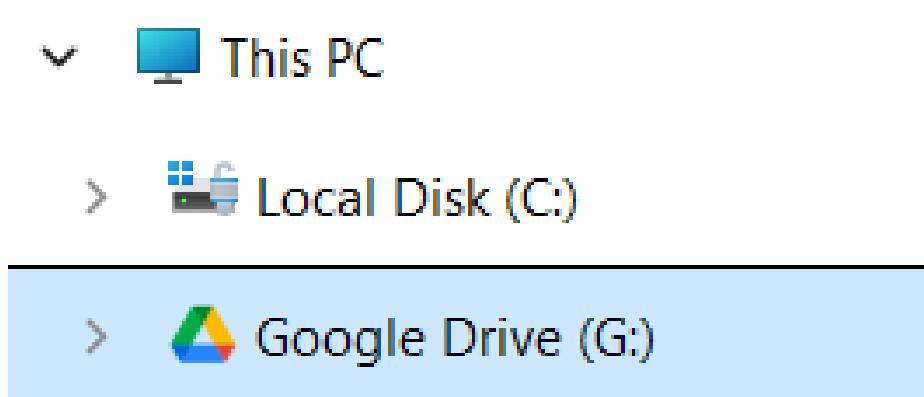
The desktop version is so much better! It moves files in seconds or just a few minutes, files can be opened and edited with local apps, and changes sync automatically—no need to upload or download manually. So we can do all without any extra effort.

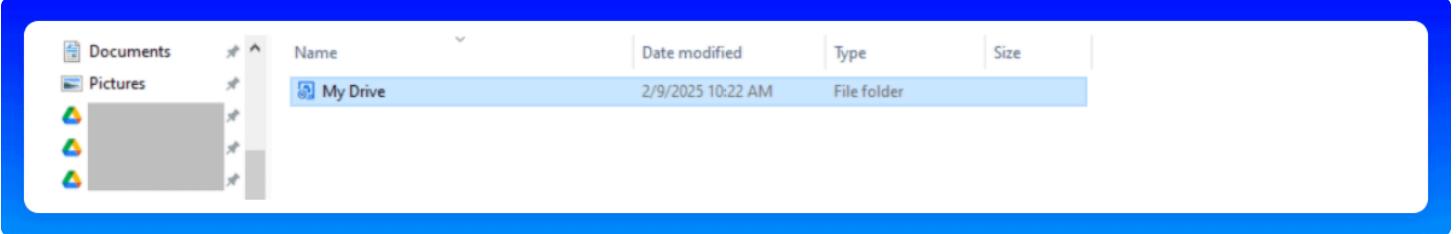
Highly recommend it!

You can download Google Drive for Desktop here:

<https://support.google.com/drive/answer/10838124?hl=en>

With Google Drive for Desktop, synchronized files appear as a separate drive (by default, assigned the letter G). This virtual drive mirrors your entire Google Drive folder structure, even though the files aren't physically stored on your computer.





Still, you can handle them just like files on a regular hard drive—opening them instantly without long wait times. This is thanks to Drive File Stream, which temporarily caches files, streams them as needed, and then syncs and removes them automatically.

And the best part?

You can easily upload a large number of files from your PC to Google Drive without any hassle!

Quick Overview of Our Folder Structure

Name	Date modified	Type
1 -	12/1/2024 5:44 PM	File folder
2 -	12/1/2024 5:44 PM	File folder
3 -	12/1/2024 5:45 PM	File folder
4 -	12/1/2024 5:47 PM	File folder
5 -	12/1/2024 5:48 PM	File folder
6 -	12/1/2024 5:48 PM	File folder
7 -	1/12/2025 12:22 AM	File folder
8 -	12/1/2024 5:48 PM	File folder
9 -	12/1/2024 5:48 PM	File folder
10 -	1/16/2025 10:22 AM	File folder
11 -	1/16/2025 10:27 AM	File folder
12 -	1/16/2025 10:40 AM	File folder
13 -	1/17/2025 11:35 PM	File folder
14 -	12/1/2024 5:49 PM	File folder
15 -	12/1/2024 5:49 PM	File folder
16 -	12/1/2024 5:50 PM	File folder
17 -	1/17/2025 11:45 PM	File folder

We group our sites into sets of 3 or 5. That means each folder contains either 3 or 5 thematically related sites. This setup makes KW research more efficient and keeps things structured.

Inside these folders, we store:

- The overview sheet for those sites (1 overview sheet for this site group, but every site has its own tab).
- Folders for each KW we're targeting, where we store the pins ready for upload.