AI Information Architecture

Design the right folder structure for your life — before things get messy.



> *The more keys you give AI tools, the more helpful they become. But without a clear structure, they start blending your worlds together. This worksheet helps you design the right architecture before things become a mess.*

PART 1 Map Your Worlds

List every distinct "world" you operate in — any context with its own audience, voice, or information that should not bleed into others.

#	World / Context	Who is the audience?	Own voice?
1			Yes / No
2			Yes / No
3			Yes / No
4			Yes / No
5			Yes / No
6			Yes / No

PART 2 Decide Your Separation Level

Level	What it means	Use for
Full	Separate project, separate voice prompt, never mix	Client work, any brand that is not yours, commercially sensitive content
Partial	Own folder, can share voice prompt with a related world	A product that lives under your personal brand
Shared	Lives inside a broader project, no separate folder	A sub-topic within one brand, a short-term project

World	Separation level	Notes
	Full / Partial / Shared	
	Full / Partial / Shared	
	Full / Partial / Shared	
	Full / Partial / Shared	
	Full / Partial / Shared	

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Parts 3–5 — Folder Design, Security & Setup Prompt



PART 3 Design Your Folder Structure

Sketch your structure below. There is no single right answer — the best structure is the one that matches how your brain organises information.

```
📁 [WORLD 1]
   └── Voice prompt
   └──
   └──

📁 [WORLD 2]
   └── Voice prompt
   └──
   └──

📁 [WORLD 3]
   └──
   └──
```

PART 4 Information Security Decisions

What should the AI never see?

Examples: passwords, financial records, confidential client files, medical information, private correspondence. My list:

What should the AI always have access to?

Voice prompt, brand guidelines, key frameworks, standard operating procedures:

Who else needs access?

Person	Which worlds they access	Their own separate space?
		Yes / No
		Yes / No

PART 5 The Setup Prompt

Paste this at the start of any new session and fill in your answers.

SESSION BRIEFING PROMPT

```
Today we are working on: [WORLD / PROJECT NAME].

The documents relevant to this session are: [LIST DOCUMENTS].

My role today is: [FOUNDER / CONSULTANT / CREATOR / OTHER].
```

```
The audience for any output today is: [DESCRIBE AUDIENCE].

Do not draw on anything from [OTHER WORLD / PROJECT] unless I
specifically ask you to.

Confirm you understand the context, then ask me what I need.
```



Pip says: *If you and a partner share an AI account, you will eventually notice the outputs starting to blend. Separate accounts with a shared project for genuinely shared work is almost always the cleaner solution.*