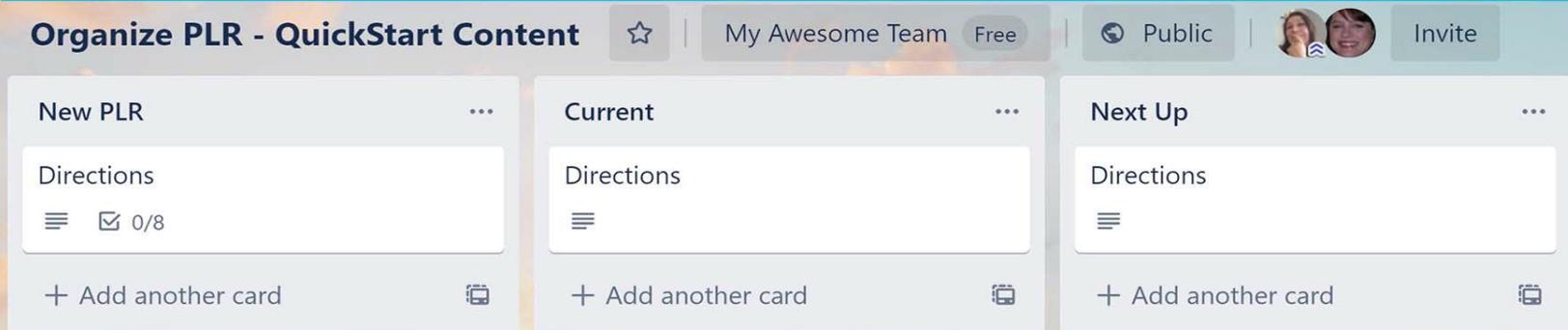


ORGANIZE YOUR PLR QUICKLY



We love PLR! But take it from a former PLR hoarder: If you don't organize yourself from Day 1, more days, months, and even years will pass and your PLR collection will grow exponentially, leaving a messy, cluttered space on your hard drive. Even though you'll have a nice collection, chances are good that you will use very little of it.

So, instead of this PLR collection saving you time, it reflects just how much money you wasted because you let it sit instead of taking action to publish it. Don't let this happen to you.

Can you relate to the following scenario?

You're finally ready to edit a PLR package you bought 3 months ago. You have a stellar plan for it, you're excited to work on it, and you just know your customers will engage with it.

However, when you go to retrieve this masterful package, you can't remember where you stored it or what you named the file. You continue searching your hard drive and doing detailed searches of your Dropbox files and Google Drive files. You even plug in the external hard drive that you haven't used in 4 years, all in a desperate search for this PLR package.

How much time have you now devoted to this search? What should have been a few short minutes to find the file has now turned into longer than 30 minutes and your original excitement has turned into sheer frustration.

Why You Need an Organization Strategy

An organization strategy that helps you know how to use your PLR also allows you to save plenty of time. That's because you can sit down in front of your collection of content, select the right product, and get started creating.

You can quickly flip through the content pieces and decide what works for you (and what can simply be deleted).

For example, you might decide to use the short report included with your purchase, but you don't need the Instagram images. So, you can delete those without hesitation.

You've already made the decision on how you'll use your PLR and you've correctly sorted the content, so you only have the pieces available that you'll be implementing. Now you simply have to publish it and watch your business grow!

Important Pieces of PLR to Keep Track Of

So, you understand that you need to find a way to organize your PLR collection. There's just one problem—each PLR pack has so many pieces. How can you possibly keep track of it all? What matters and what doesn't? Here are some answers to guide you.

PLR Rights

The first thing you should do when getting new PLR is check the PLR rights. These can vary greatly between PLR sellers.

Some sellers may even have special restrictions. For example, a PLR seller may not want you to giveaway their content for free or they may say you cannot use their PLR on a membership website.

Of course, there are times when the rights can be unclear or even downright confusing. If you have questions, don't hesitate to reach out to the original seller for clarification. They'll be happy to help you out!

PLR Contents

It would be fantastic if every PLR seller included a list of what was in their package. However, many don't. This can be due to the fact they may sell lots of unique PLR products and it might be difficult to track what's in each one.

But you can do it yourself by making a simple list in a document of all the various parts of the PLR package you purchased. This will help you later when go on to implement the content you've purchased.

You can also simply take a screenshot of the PLR sales page using the [Snip & Sketch tool](#) available on most computers. On older computers, this may be called the Snipping Tool or Screen Sketch. If you're a Mac user, look for the [Skitch app](#) to take screenshots.

PLR Archives

As you're making a list of the PLR contents, you may already be aware that there are some elements to the product you've purchased that you simply won't use. Maybe the PLR seller included videos and you hate video marketing.

Don't feel like you have to use every element included! That's not the point of PLR. The point is to use the content in a way that helps you grow your business naturally.

Take the content that you don't like or that doesn't work for you and put it in a special folder within the product called "Archives". You'll have this available for later if you decide to use it, but in the meantime, it won't be in the way while you're implementing the PLR.

Taking a few minutes to organize your PLR as soon as you buy it can save you hours of frustration later. You'll know immediately what you have and how you want to use it maximize your profits!

Easy Ways to Organize Using Trello

Trello is project management software. It appeals to many people because it allows you to see both the big picture of your business and the little details. Even better, the software is Kanban-based. If you already enjoy the Kanban method of organizing tasks, then you're likely to love this software. Here's how to use it to organize your PLR while getting the most from it.

Think of It Like a Corkboard

If you aren't familiar with [Trello](#), it helps to think of it as a giant corkboard. On the corkboard, you have lists (columns). Within each list, you can have multiple projects (known as cards). I think of the cards as post-its.

You can move cards around as needed. You can also attach things to cards. So, for example, you could have a checklist attached to a project or screenshots or notes. This lets you keep everything organized in one central place.

Make Three Lists

The best way to use Trello for organizing PLR is to make three lists. These lists should include:

1. Current
2. Next Up
3. Future

Current is for PLR you'll be using immediately or within the next 4 weeks. Next Up is the list for the content you'll be tackling in the next 2-3 months. Future is for the PLR you have but won't be using for months.

Turn It into a Card

As soon as you make a PLR purchase, create a card for it in your Trello board. Add it to the list that best fits based on the descriptions above.

Now you might be wondering what exactly should be on your card. The first thing you want to make is a note on where the PLR is stored (whether that's on your hard drive, in your customer account, or in a virtual drive like Google Drive).

Next, add a description of what you're doing with the PLR. For example, you might say, "Turning this into a lead magnet". Add a checklist of steps you'll need to take to make that happen then create a due date.

Share It with Your Team

One of the best features of Trello is that it can be shared with others. This means you can let your virtual assistant or project manager see your board. They can assign tasks, complete the checklist, and help you implement your PLR content.

Trello is a PLR buyer's best friend. You can use it to organize, implement, and publish your new content!

We have created an Organize PLR board for you to copy. Click on the link to be taken to the board. Then click Show Menu in the top right of the board. This will open the menu, then click More. On this navigation you will see the option to **Copy Board**.

Make sure you copy the board and do not alter the public board.

Organize PLR board: <https://trello.com/b/JSS9Pxec>

Using Google Sheets to Organize Your PLR

When it comes to organizing your PLR, a project management system may not be your thing. Many of these systems have a lot of bells and whistles that you may not need. Instead, you want a much simpler solution that allows you to see everything you have at a glance.

If this is the case, you might want to use [Google Sheets](#). If you're not familiar with Google Sheets, it's spreadsheet software much like Microsoft's Excel (for Windows) or Apple's Numbers (for Mac users).

To use Google Sheets, you will need a Google account. However, you can sign in with your Gmail information. This will allow you to start creating spreadsheets easily and quickly.

Set Up Your Spreadsheet

Once you're signed in, create a new spreadsheet. You'll want to have four different columns in your sheet. Here's what they should be:

- PLR Product Name
- PLR Seller
- PLR Contents
- PLR Location

	A	B	C	D
1	Product Name	Seller	Contents	Location
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

The first column is for the product's name. This is so you'll remember what it's called. The second column is for the PLR Seller's name and website. This lets you quickly look up the product again if you lose access or if you have a question about terms.

The third column is for what the PLR package contains. You may want to make detailed notes here, so you don't have to guess later. Finally, the fourth column is for where you're storing the PLR.

Use Color Coding

Once you have your spreadsheet set up, you can use color coding to help you identify the status of each project. For example, you might want to use yellow for products you are working on now, grey for products you have completed, and blue for upcoming products.

If you color code your spreadsheet, you can see at a glance which projects are on track and which ones have been successfully completed. You may also want to note what you did with the final project. For example, you could put a message that you uploaded the worksheet as a free lead magnet on your blog. This prevents you from re-using the content again in the exact same way.

Share the Work

Another advantage of spreadsheets is that you can share them with others. That means if you want your virtual assistant or content manager to implement some of your PLR, they can easily do that. Just make sure they have access to your files.

Google Sheets is one of the easiest, simplest ways to track your PLR collection. It's easy to keep up-to-date and allows you to see immediately what you need to work on implementing next.

We've created an [Organize PLR google sheet](#) you can start using immediately. Just click File and then Make Copy.

The Benefits of Dropbox for PLR Organization

Dropbox is a virtual hard drive. It's the ideal way to sort your PLR content. You can easily make folders within it and store your purchases there until you're ready to use them to grow your business. If you're not familiar with or you've never considered using it for PLR, here's what you should know about [Dropbox](#).

Access It Anywhere

Because it's cloud-based software, you can access it from anywhere. That means you can easily edit your PLR content while you're in your home office but when it's time to get your daughter from school, you can continue to edit the files on your tablet while you wait in the pick-up line.

You can use Dropbox on all your devices easily, even when traveling. Your changes are instantly synced to the cloud, so you never have to worry about having three different versions of the same file. Instead, you can simply edit without worry.

Dropbox Is Cost Effective

It used to be that only big businesses and major brands could afford to use cloud-based services. But thanks to consumers' increasing need for digital space, many companies are now offering cost-effective solutions.

Dropbox is one of the most competitive options you'll see. It's priced at a low monthly or yearly fee, depending on how much space you need. You can start with a free, personal account that gives you several GB of space. But if you outgrow that, you can easily upgrade your plan to get more storage options.

Embrace Real-Time Collaboration

Possibly the best feature about Dropbox is that you can collaborate on the same files with others. You can do this in real-time leaving comments and feedback. This can be useful if you have a virtual assistant or a ghostwriter helping you edit the content. For example, you might make comments on what to take out and what sections should be expanded on.

You can do the same thing with other files in Dropbox. So, if you have a series of graphics, you could leave comments telling your designer where to put your logo or to edit the colors in certain graphics.

Dropbox is a fantastic way to store and manage your PLR collection. You'll always have your purchases close by and you'll be able to partner with a virtual assistant, writer, or graphic designer easily. This lets you get your PLR up and earning you income in just a few hours!

With just a little effort, you can have a PLR organized in no time.

We're Here to Serve You!

We hope these tips will help you get your PLR stash organized so you can use it more quickly and get high-quality content out to your audience. That is our goal with QuickStart Content, not only provide top-notch content but to encourage you in getting it published.

We're in the planning stages of setting up training webinars plus we've got more packages in the editing stage. Watch your emails for news of these releases and be sure to visit us in the Facebook Group!

<https://www.facebook.com/groups/quickstartcommunity/>

Do you have ideas for a challenge you'd like to see? Want to share some friendly feedback? You can email us at valandchristina@quickstartcontent.com