E-PORTFOLIO
WORKSHOP SERIES

File Organization
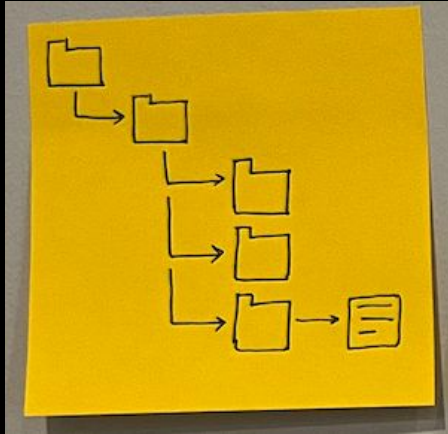
How do you rate your file organization on a 1-10 scale?
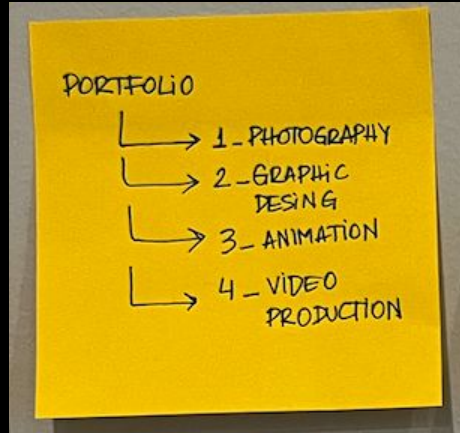
# #1 Establish a consistent folder structure

Create a logical and intuitive folder structure that suits your needs. Consider categorizing files by topic, project, client, or any other relevant criteria. Keep the structure simple and avoid nesting folders too deeply.

# #2 Use descriptive and consistent file names

Give your files clear and meaningful names that accurately describe their content. Be consistent with naming conventions to ensure files are easily identifiable. Avoid using generic names like "Document1" or "New Folder."

# #3 Sort files into relevant folders
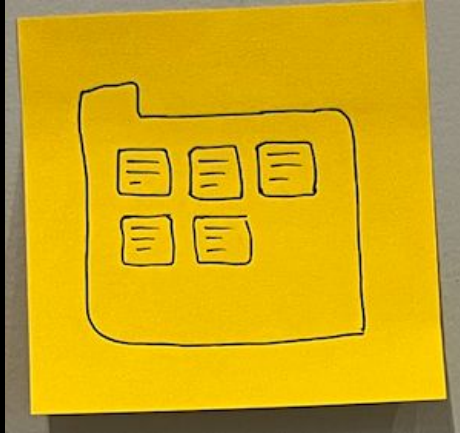
Regularly sort your files into their appropriate folders to avoid clutter. Be diligent about organizing new files as soon as you create or receive them. If you have a backlog of unsorted files, set aside dedicated time to tackle the task.

#4 Utilize metadata and tags
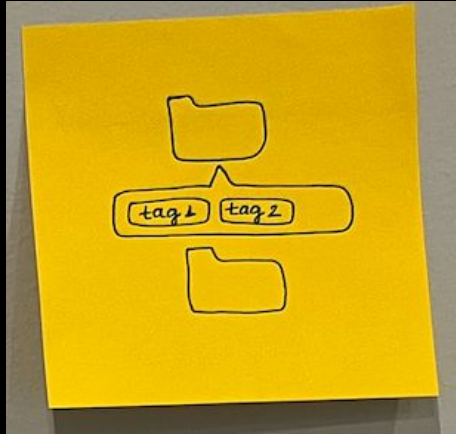
Leverage metadata and tagging features provided by your operating system or file management software. Assign relevant keywords, categories, or labels to files. This allows for quick searching and filtering based on specific criteria.

#5 Date-based organization
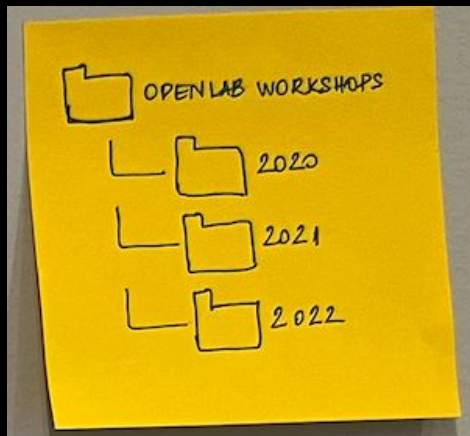
If chronological order is important for your files, consider organizing them by date. You can create subfolders for each year or month, depending on your requirements. This approach is particularly useful for files like invoices, contracts, or research materials.
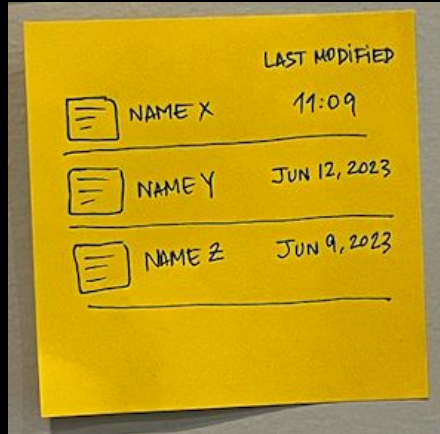
#6 Regularly declutter and delete
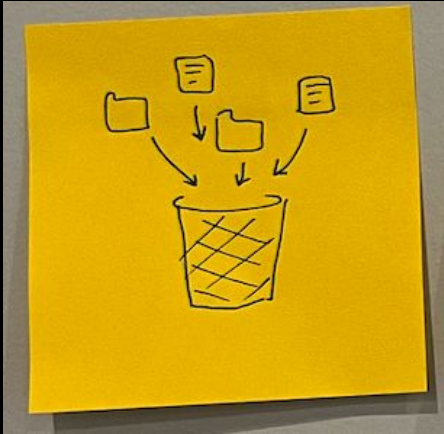
Periodically review your files and delete any unnecessary or outdated items. This will help you maintain a lean and organized digital space. Be cautious when deleting files, and consider creating backups or archives for important data.

#7 Backup your files
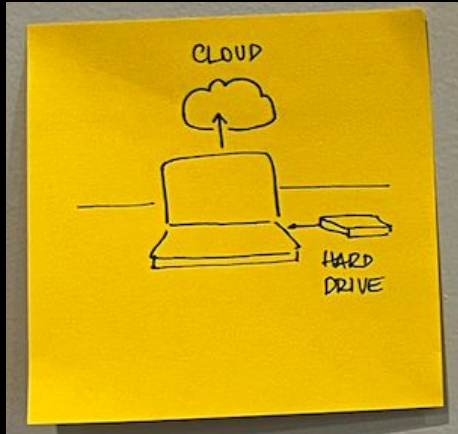
Implement a robust backup strategy to ensure the safety of your files. Regularly back up your data to external hard drives, cloud storage services, or network-attached storage (NAS) devices. Having backups provides protection against accidental loss or data corruption.
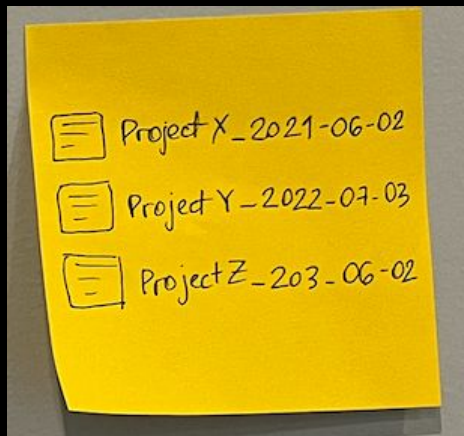
#8 Adopt version control

If you frequently work on collaborative projects or frequently make changes to files, consider using version control systems. Tools like Git or cloud-based platforms such as Google Drive or Dropbox can help you track revisions and collaborate effectively.

#9 Implement a consistent file naming convention

Establish a standardized naming convention for your files to promote consistency. Include relevant information such as project name, date, or version number. For example, "ProjectName_2023-07-03_v2.docx."

#10 Create an "Archive" folder
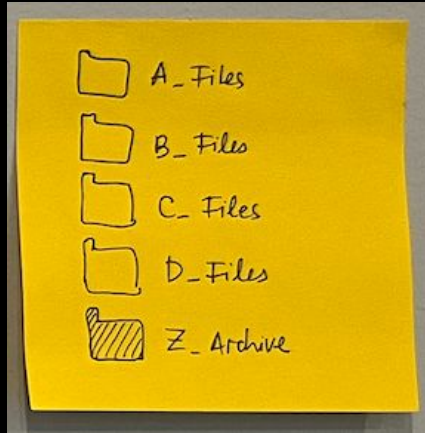
If you have files that you no longer need for immediate access but want to keep for future reference, consider creating an "Archive" folder. Move infrequently accessed files, completed projects, or old documents to this folder to keep your active workspace clutter-free.

#11 Create an "Archive" folder

If you frequently access certain files or folders, create shortcuts or aliases on your desktop or in a dedicated "Favorites" folder. This enables quick access to important files without having to navigate through your entire folder structure.

#12 Regularly review and refine your organization
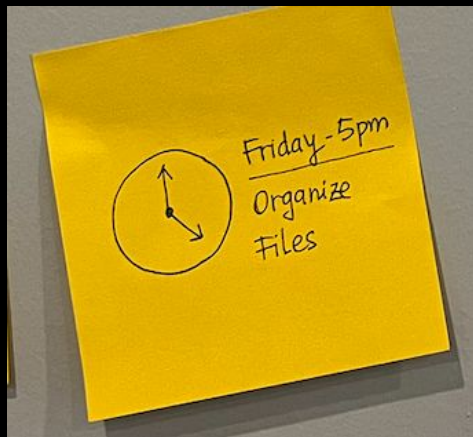
Over time, your needs and priorities may change, and new types of files may arise. Set aside time periodically to review and refine your organization system to ensure it remains efficient and aligned with your current workflow.

Agenda for today!

- **Warm**

- **How to organize files**

- **Hands on activity (e-Portfolios / File organization)**

- **Sharing / Wrap-up**

Hands on activity

#1 Create a Google Docs

#2 Start writing down your Files Structure

#3 Detail your ePortfolio Folder Structure

#4 Save your projects there

For next meeting

- **Evolve your e-portfolio on the OpenLab**

- **Evolve your e-portfolio template (google docs)**

- **Organize your files/projects**