ORGANISING YOUR COMPUTER FILES EFFECTIVELY

		Decide on a structure that is easy for you to understand and access	— ×

1. 📁 Organise by **subjects**
   - 📁 Biology
   - 📁 Physics
   - 📁 Chemistry
2. 📁 Organise by **time**
   - 📁 April
   - 📁 May
   - 📁 August
3. 📁 Organise by **file types**
   - 📁 Word
   - 📁 Excel
   - 📁 PDF

Data backup

- Not everything lasts including your hard drives
- There are 2 types of back ups: **external hard disks** and **cloud back up**
- It is best to backup on both system in case one of them fails
- Backup is **extremely** important as it saves valuable documents like your thesis and research papers

Other tips on file organisation

- **Try not to keep any files on your desktop**. If you must, organise them in folders
- Immediately **delete downloaded installers** as it clutters and takes up space on your drive
- Try to make it a habit to **file your documents immediately**.
  If not, make time to sort your files once a week before it gets out of hand
- Your files and folders name should be relevant to what the contents are
- **Use the search tool** on your laptop/desktop to look for files you can't manually find
- **Find the best structure** that truly works for you and make sure you stick to the organisation
- Organising your files will **save you a lot of time**

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