File Organization 101

I already have my cloud filesystems and local filesystems organized!

My strategy for organization is to try and maximize these two qualities:

1. I know where things are intuitively
2. I can get there in as few clicks as possible

This means that I’m not going to make a folder for something if it’s only going to have 1 or 2 files in it, and if a folder has too many files in it I’ll find some way to split them down into more folders.

# Google Drive Organization:

📁Drive (Everything is in this folder, this folder is shared with all my google accounts)

📁Backup Data (A backup of my old laptop, need to clean this up, probably just delete)  
 📁High School

📁School 2015-16

📁A folder for every class I had that year

📁School 2016-17

📁A folder for every class I had that year

📁School 2017-18

📁A folder for every class I had that year

📁School 2018-19

📁A folder for every class I had that year

📁School 2019-20

📁A folder for every class I had that year

📁School 2020-21

📁A folder for every class I had that year

# My organization for my laptop:

I’m just going to explain how I have my school folder organized, everything else goes into the windows pre configured folders Downloads, Documents, Pictures, Etc.

📁Documents

📁School Docs

📁Q1-Fall

📁Folder for every class

📄The naming convention for the files is just the assignment name, if it becomes a larger assignment with multiple files I will create a folder with the assignment name instead

📁Q2-Winter

📁Folder for every class