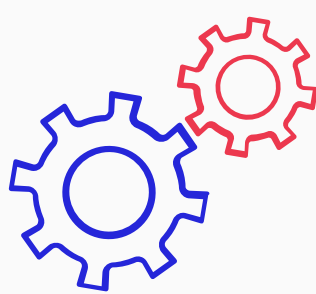




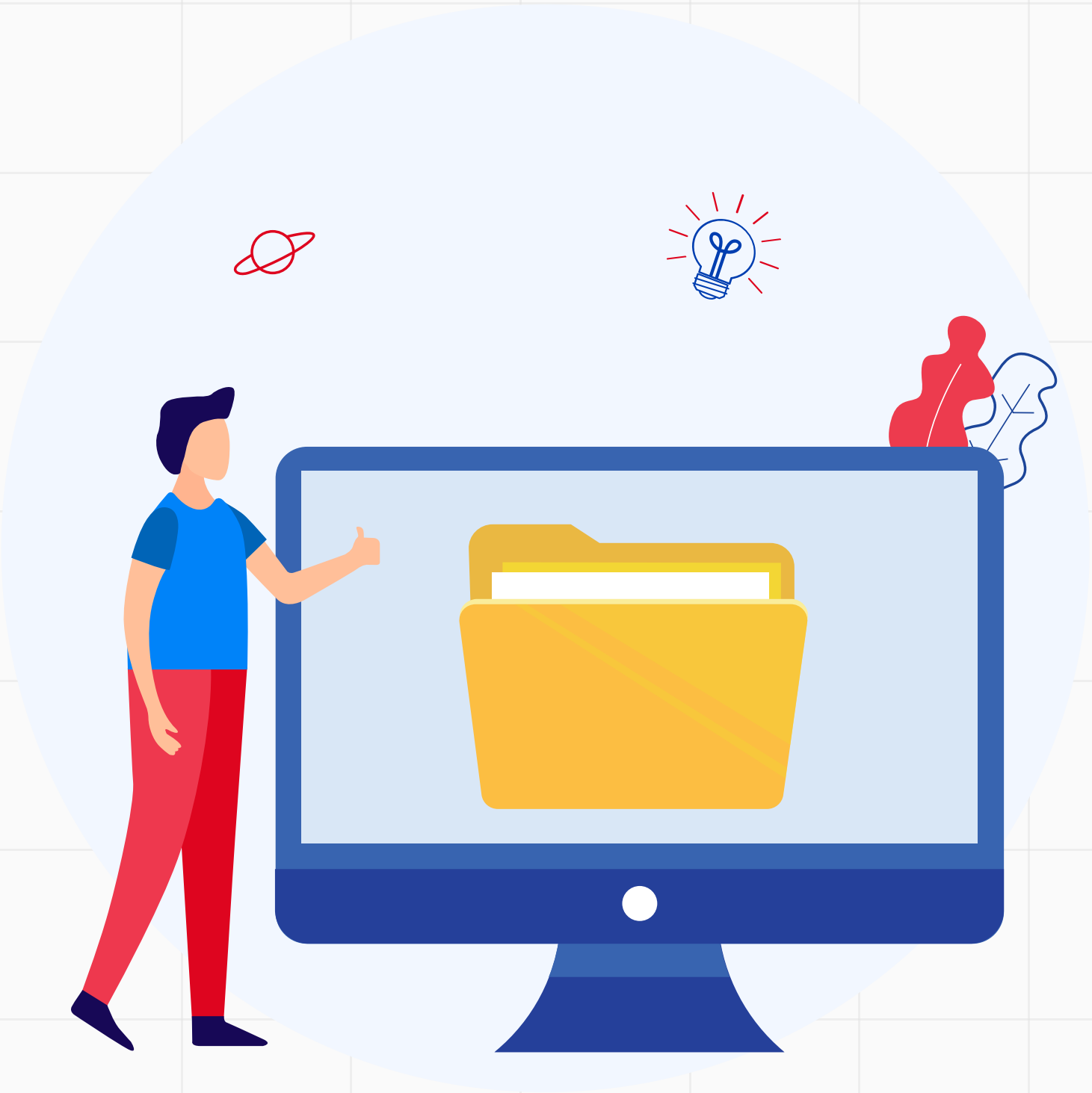
# 3 Effortless Tips To Help You Better Manage Your Google Drive

Google Drive is an essential part of Google’s productivity suite & a tool loved by one & all. It doesn't matter if it's for personal or professional usage; Google Drive allows users to create, edit, store and share documents with others in real-time, monitor changes made to folders and files, create templates for documents, share huge files, and much more.

## Sorting – Plan and create a folder structure you like



### SORTING



The most effective way to start is to establish a uniform folder structure. One way to do that is to create one folder for each type of document, and then, you can create subfolders for each aspect of that category. An “uncategorized” folder can be your place to store all documents that do not fit into the other folders. Check this “uncategorized” folder regularly and organize its contents into appropriate folders (probably with labels wherever possible)



## Add Colours – Let’s spice up the look of your Google Drive

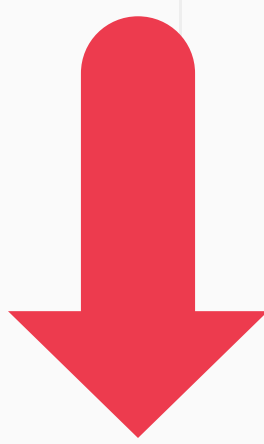


### COLORS



Google Drive has an amazing feature that lets you colour-code your folders. This can be done to make searching through your drive quicker & easier.

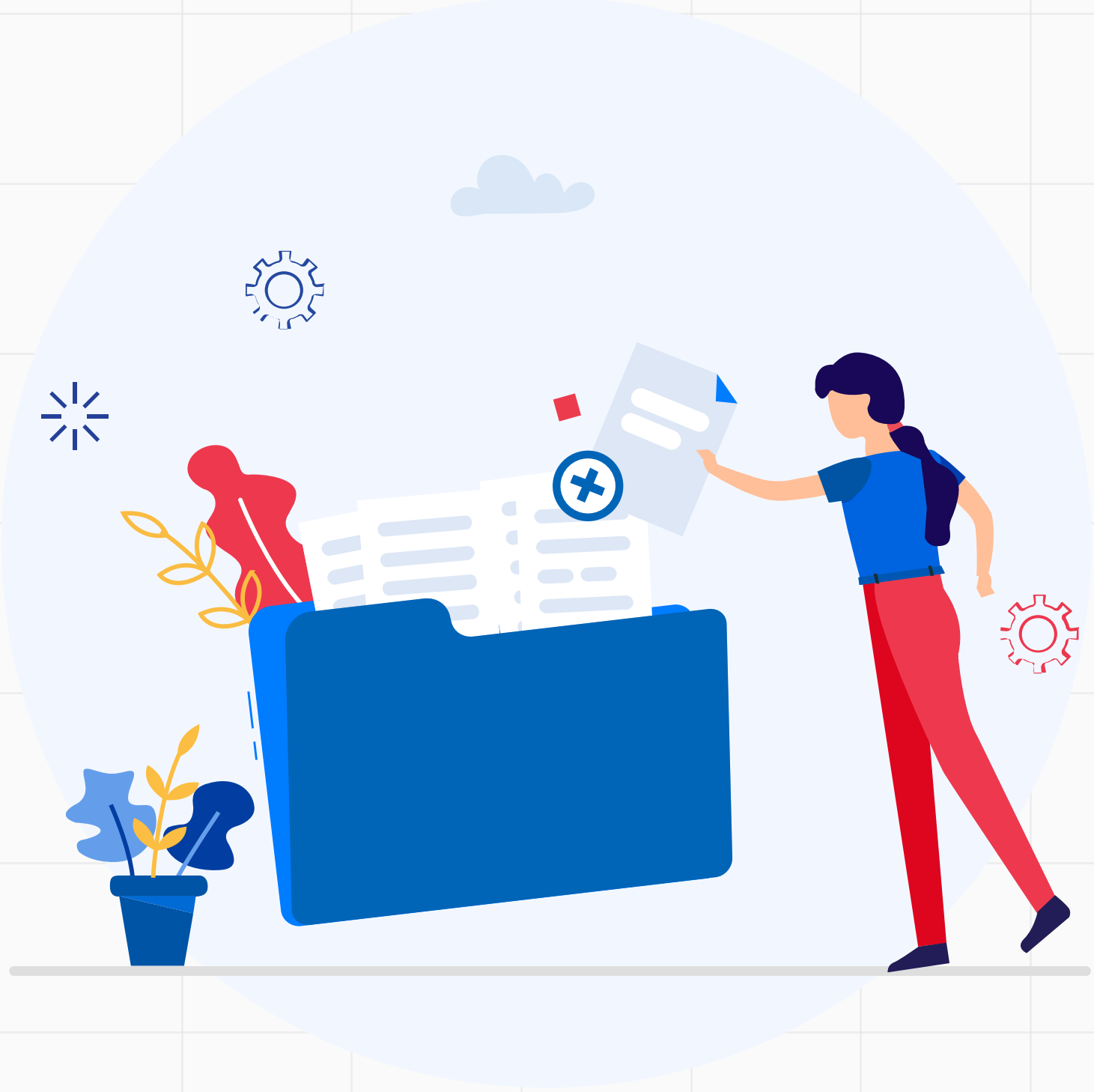
In the below example, we have made every folder within our drive, each a different shade and each subfolder a different shade of the same hue. The weekly folders that are dated within each subfolder share the same colour as the subfolder it’s located within. In this way, if viewing a folder titled “April 6-12,” you can immediately identify the types of documents inside it by looking at its colour.



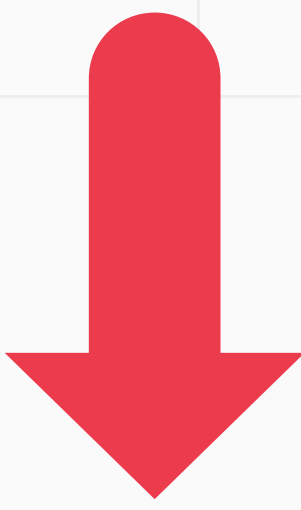
## Set up a standard for naming conventions



### NAMING



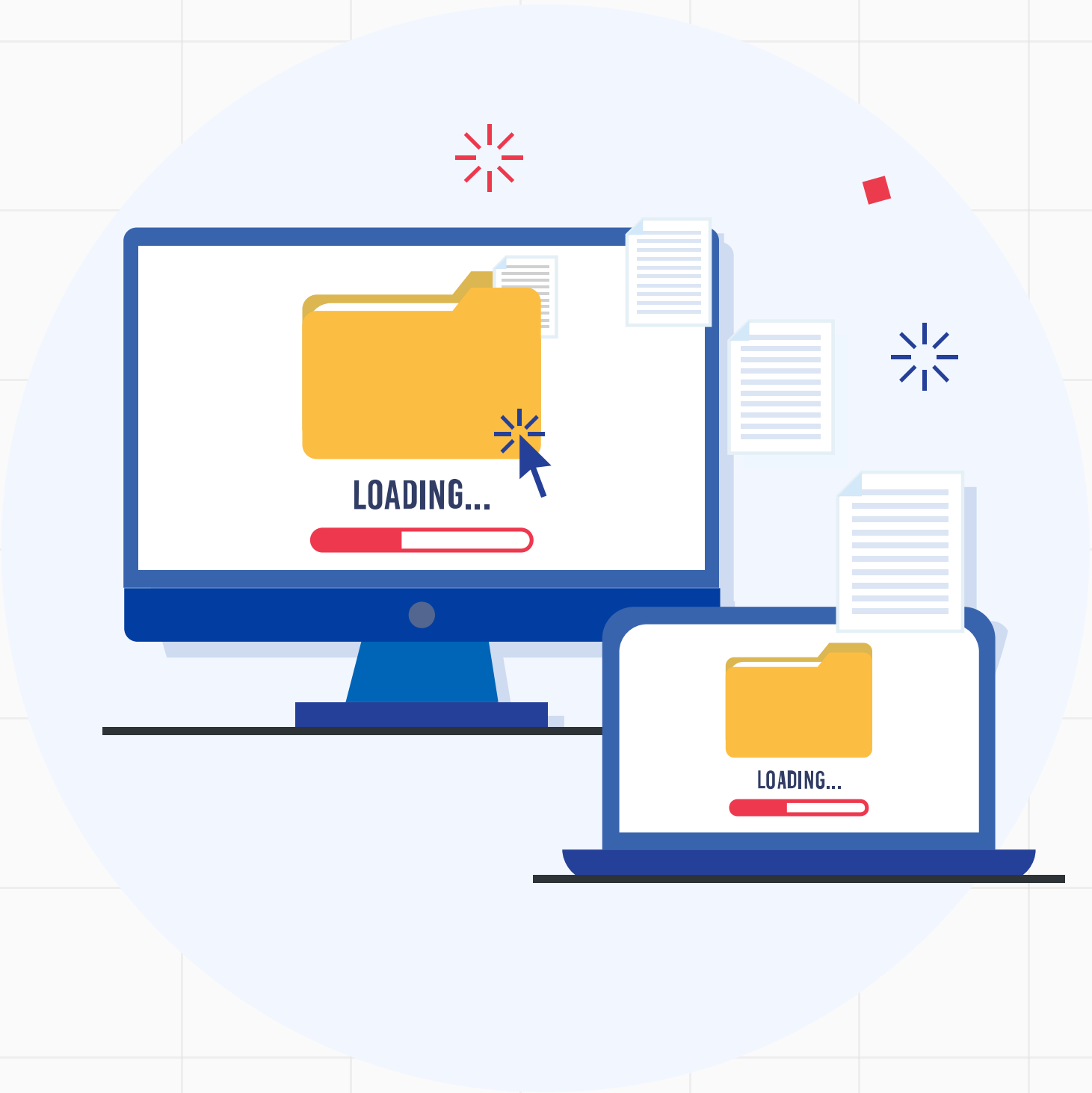
Date of creation is a strangely absent field on Google Drive, and instead, you can look at the date a document was last modified. Searching for documents by their date of creation can be helpful and more intuitive. This is something to consider when deciding on your name convention.



## Bonus – Tip for managing shared files



### BONUS



It could be difficult to find if a file has been shared with you since it’s not automatically added into the “My Drive” folder. Make sure you move the file into the correct folder within “My Drive.” If the file does not conform to your naming conventions, make an additional folder that conforms to your naming rules and then add the shared file in the folder.

