

# File organization guidelines

Every data analyst's goal is to conduct efficient data analysis. One way to increase the efficiency of your analyses is to streamline processes that help save time and energy in the long run. Meaningful, logical, and consistent file names help data analysts organize their data and automate their analysis process. When you use consistent guidelines to describe the content, date, or version of a file and its name, you're using file naming conventions.

In this reading, you'll learn more about best practices for file naming conventions and file organization.



## Best practices for naming files

File-naming conventions help you organize, access, process, and analyze data because they act as quick reference points to identify what's in a file. One important practice is to decide on file naming conventions—as a team or company—early in a project. This will prevent you from spending time updating file names later, which can be a time-consuming process. In addition, you should align your project's file names with your team's or company's existing file-naming conventions. You don't want to spend time learning a new file-naming convention each time you look up a file in a new project!

It's also critical to ensure that file names are meaningful, consistent, and easy-to-read. File names should include:

- The project's name
- The file creation date
- Revision version
- Consistent style and order

Further, file-naming conventions should act as quick reference points to identify what is in the file. Because of this, they should be short and to the point.