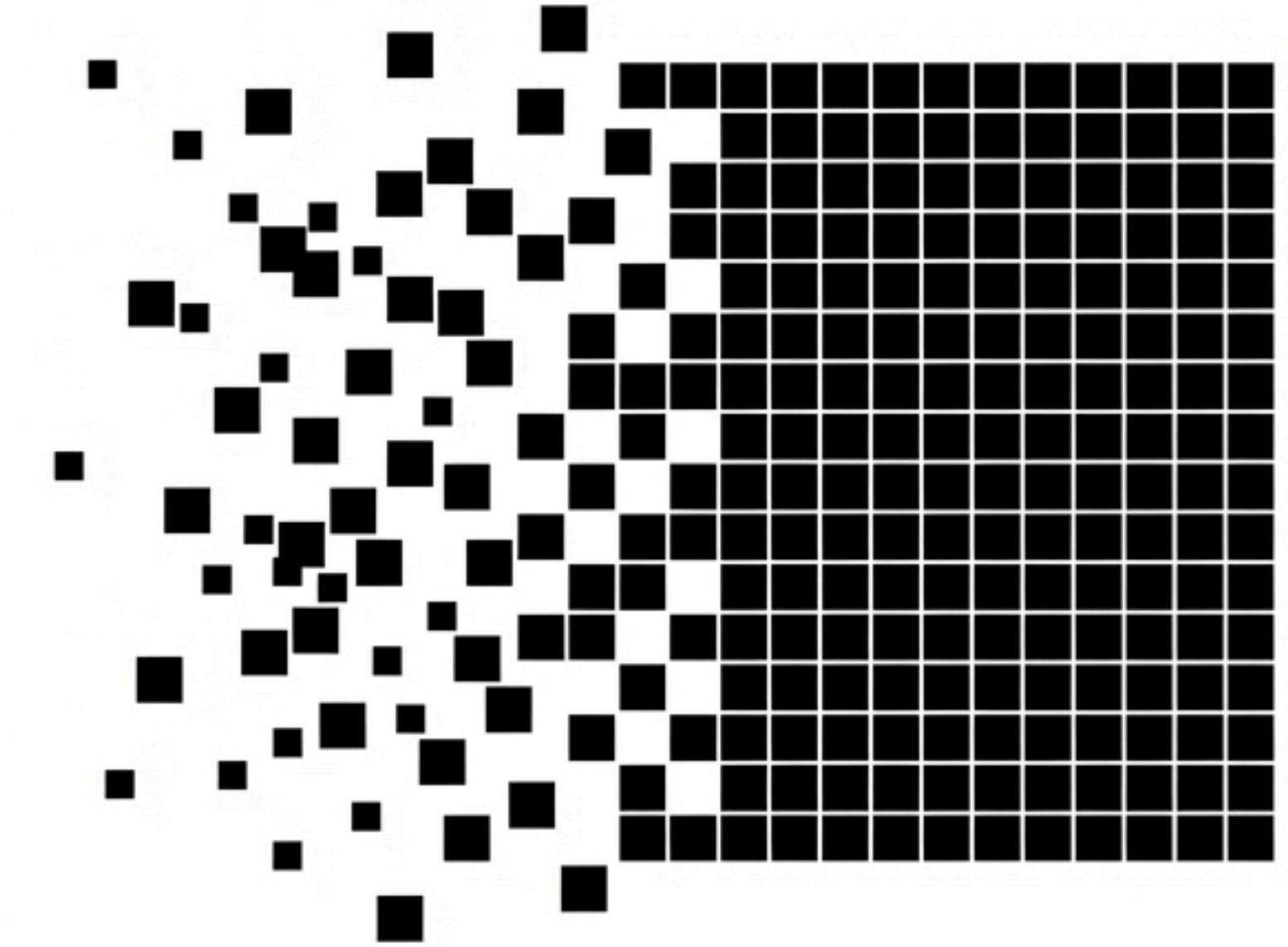


# **FILES, FOLDERS & PRODUCTIVITY WORK SMARTER.**

An operational manual for instant confidence and visible productivity gains.



**github.com**  
**/kintsugi-programmer**

# EVERY OFFICE PROBLEM LOOKS LIKE ONE OF THESE

- ⚠ - “I can’t find my file”
- ⚠ - “I saved it somewhere...”
- ⚠ - “Too many versions”
- ⚠ - “System is slow”
- ⚠ - “Email attachments everywhere”

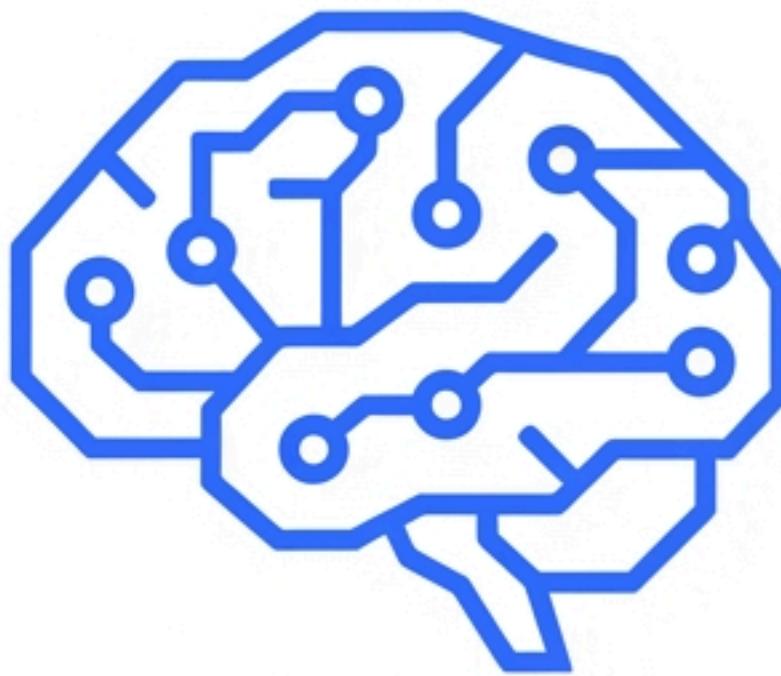


**THE EQUATION:**

**Good file management = faster work + less stress**

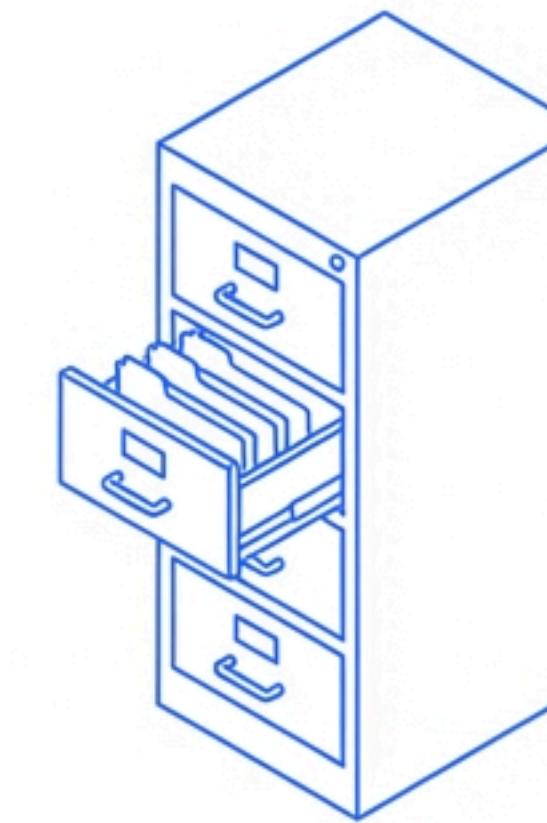
# HOW COMPUTERS SEE YOUR FILES

## THE HUMAN BRAIN



Associative.  
Understands meaning and context.

## THE COMPUTER



Hierarchical.  
Understands Location + Name.  
Drive → Folder → Subfolder → File

Metaphor: Think of your computer like a physical cupboard, not a brain.

# FOLDER STRUCTURE THINKING

## BAD STRUCTURE ✗

```
Desktop
└── final.docx
└── final2.docx
└── new_final.docx
└── untitled.xlsx
```

## GOOD STRUCTURE ✓

```
Work
└── 2026
    ├── Reports
    ├── Clients
    └── Finance
└── Personal
    ├── Documents
    └── Photos
└── Temp
    └── Downloads
```

**Insight:**  
Folders  
reduce  
thinking  
effort.

# THE 3 GOLDEN FOLDERS RULE

Create these once and never deviate.



## 1. WORK

Strictly office-related files



## 2. PERSONAL

ID, certificates, photos



## 3. TEMP

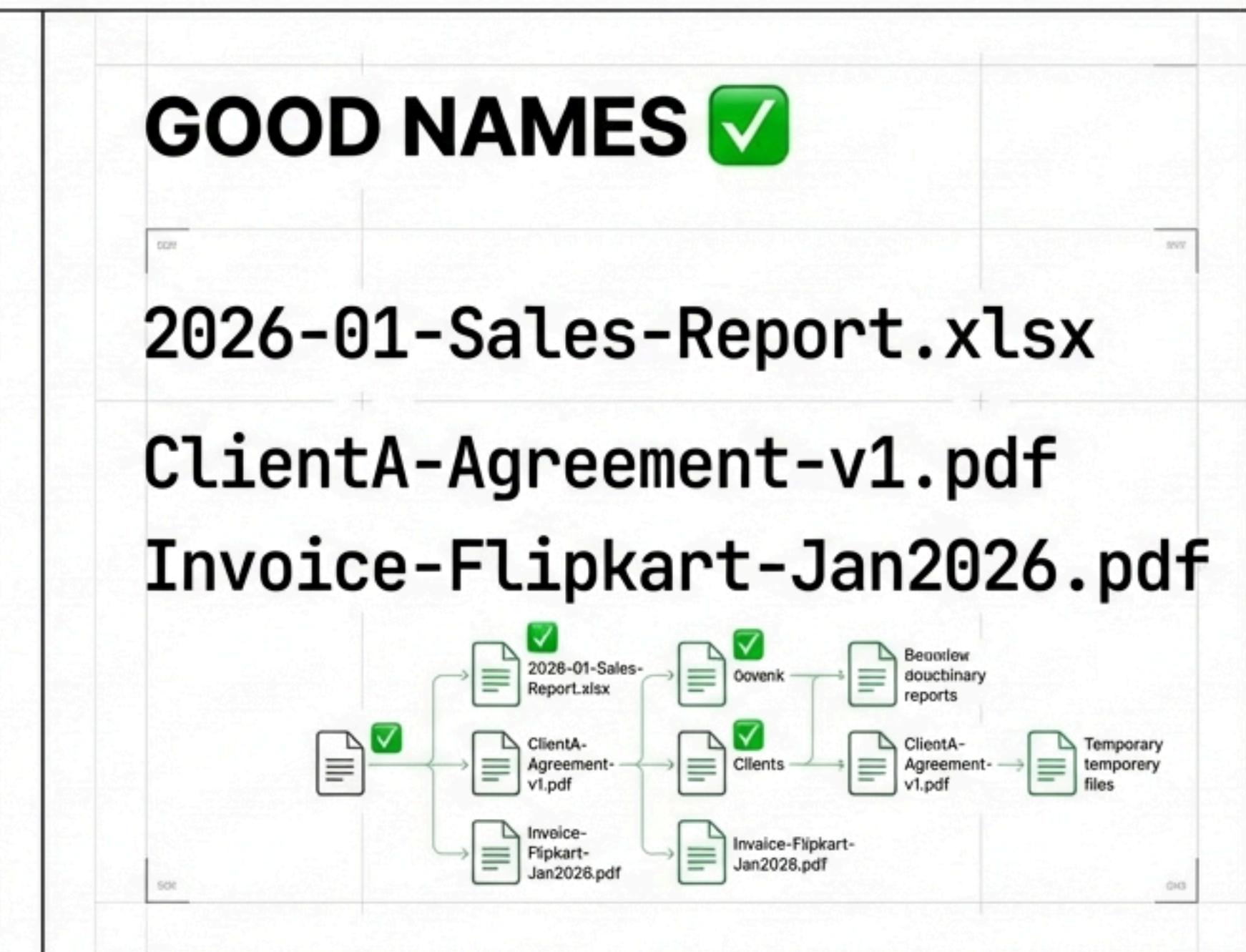
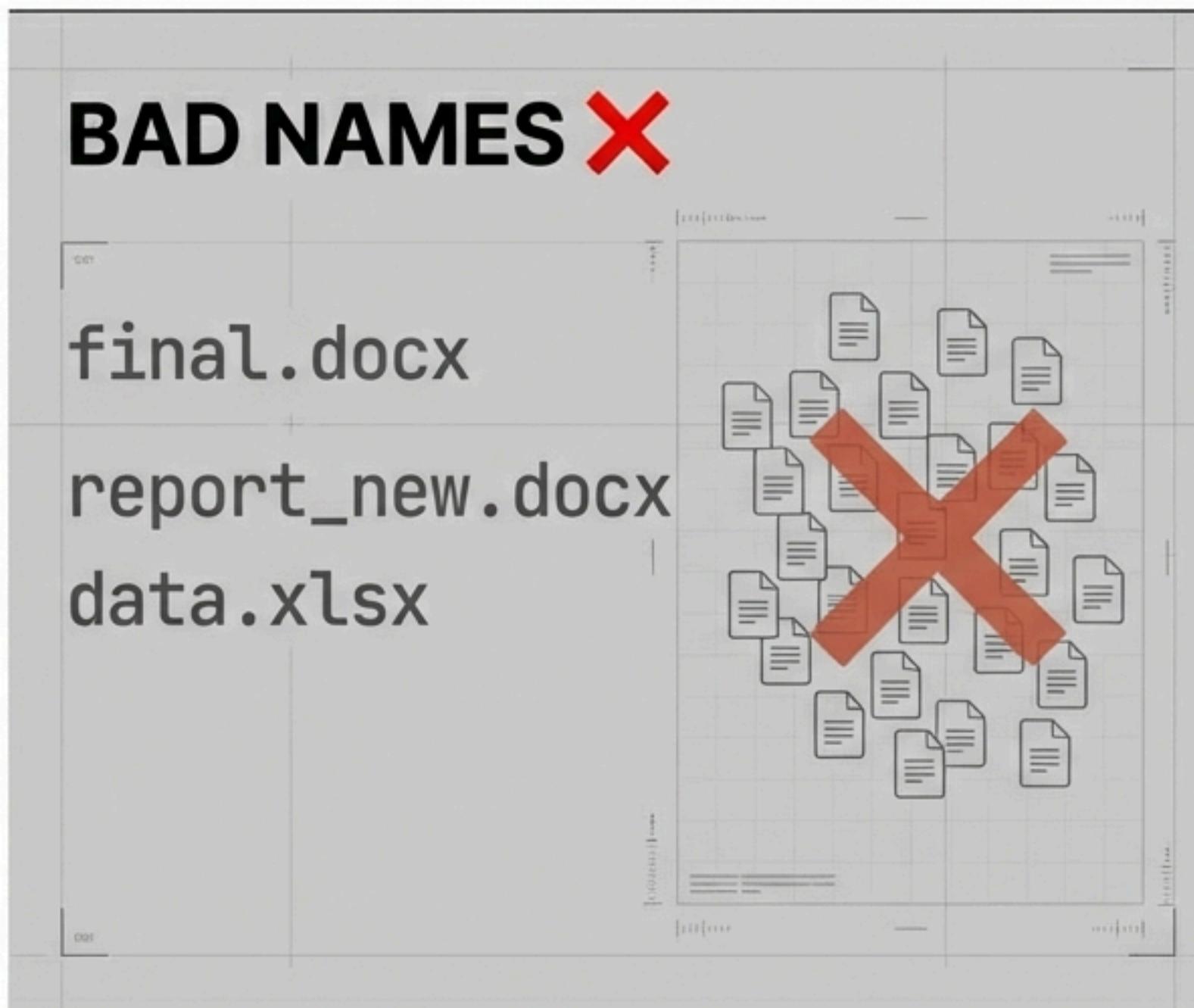
Downloads, temporary files



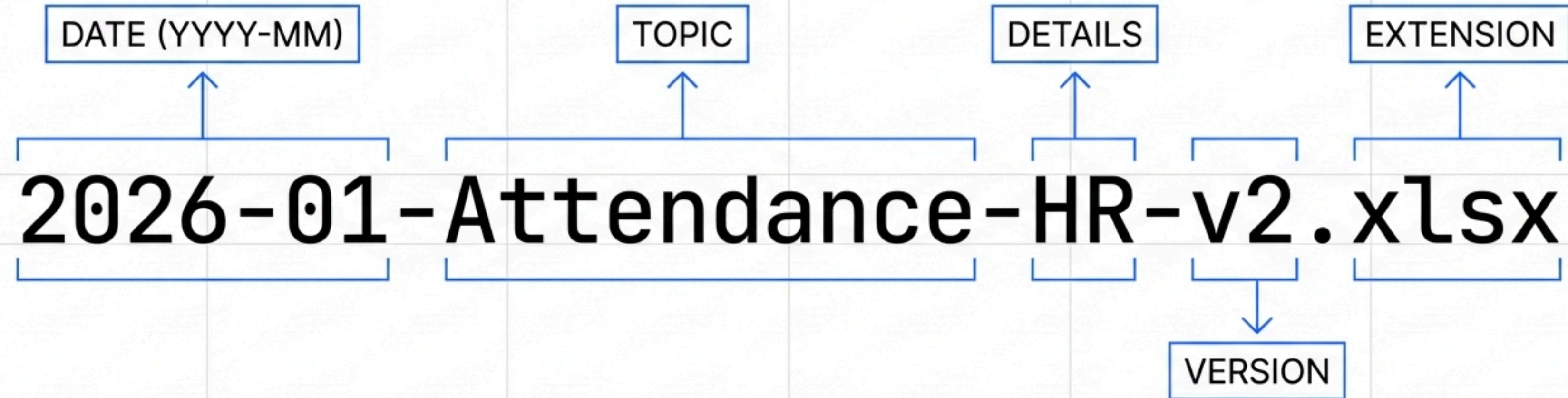
**WARNING: THE NEVER LIST.** Do not store important files on: Desktop | Downloads | C: Root

# FILE NAMING: WHY NAMES MATTER

The computer searches names first, not content. A good name means you never have to open the file to know what it is.



# THE NAMING FORMULA



Sorts  
Automatically



Easy to Search

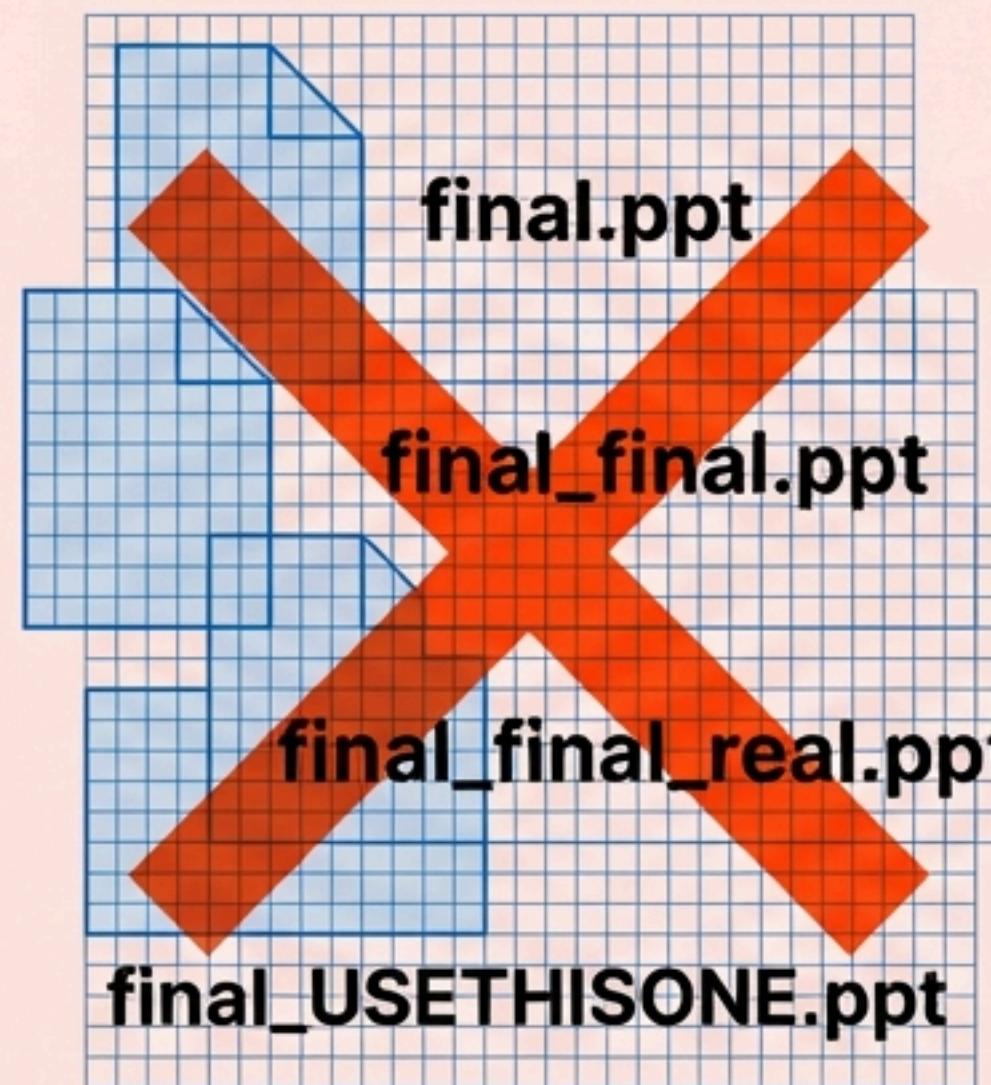


No Confusion

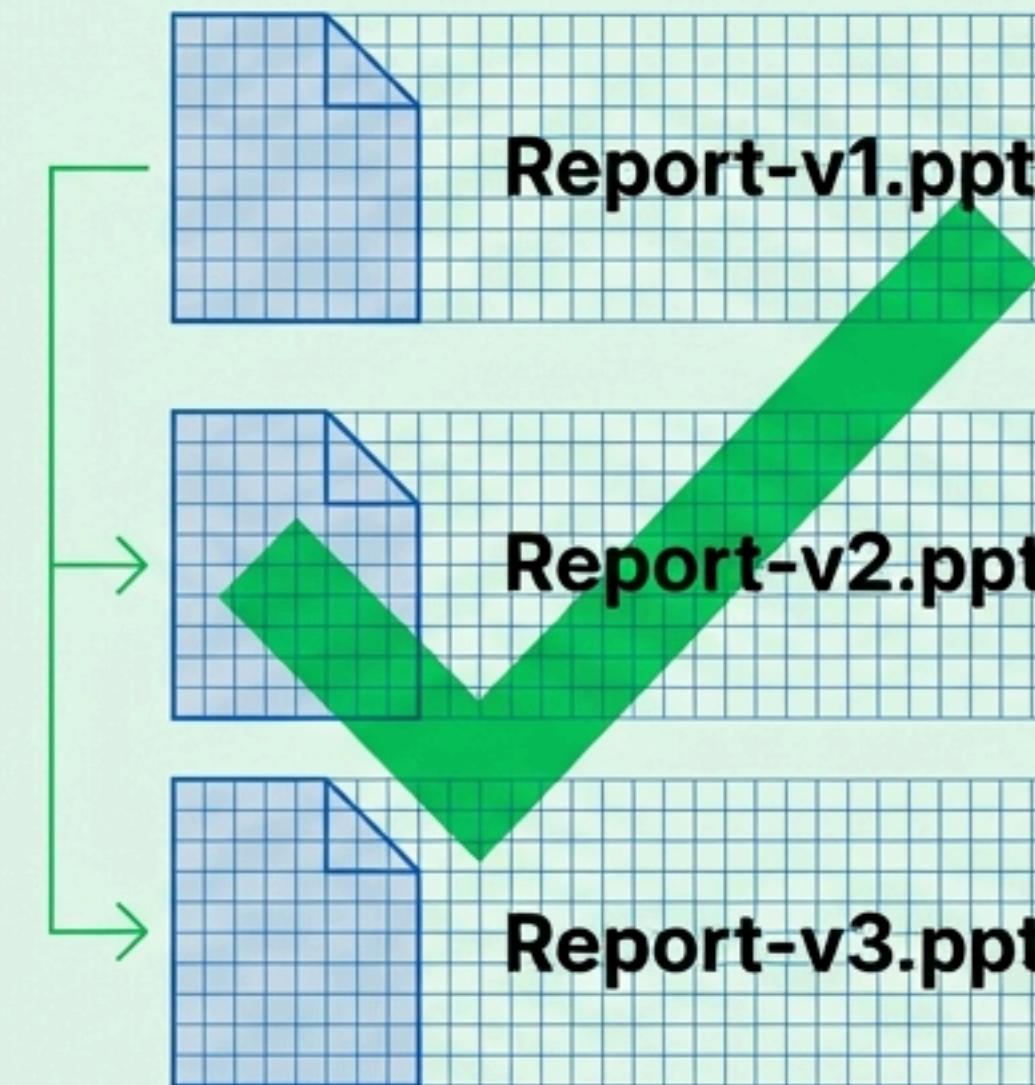
# VERSION CONTROL FOR HUMANS

Version numbers = Sanity.

NEVER DO THIS ✗



DO THIS ✓



# FINDING FILES FAST



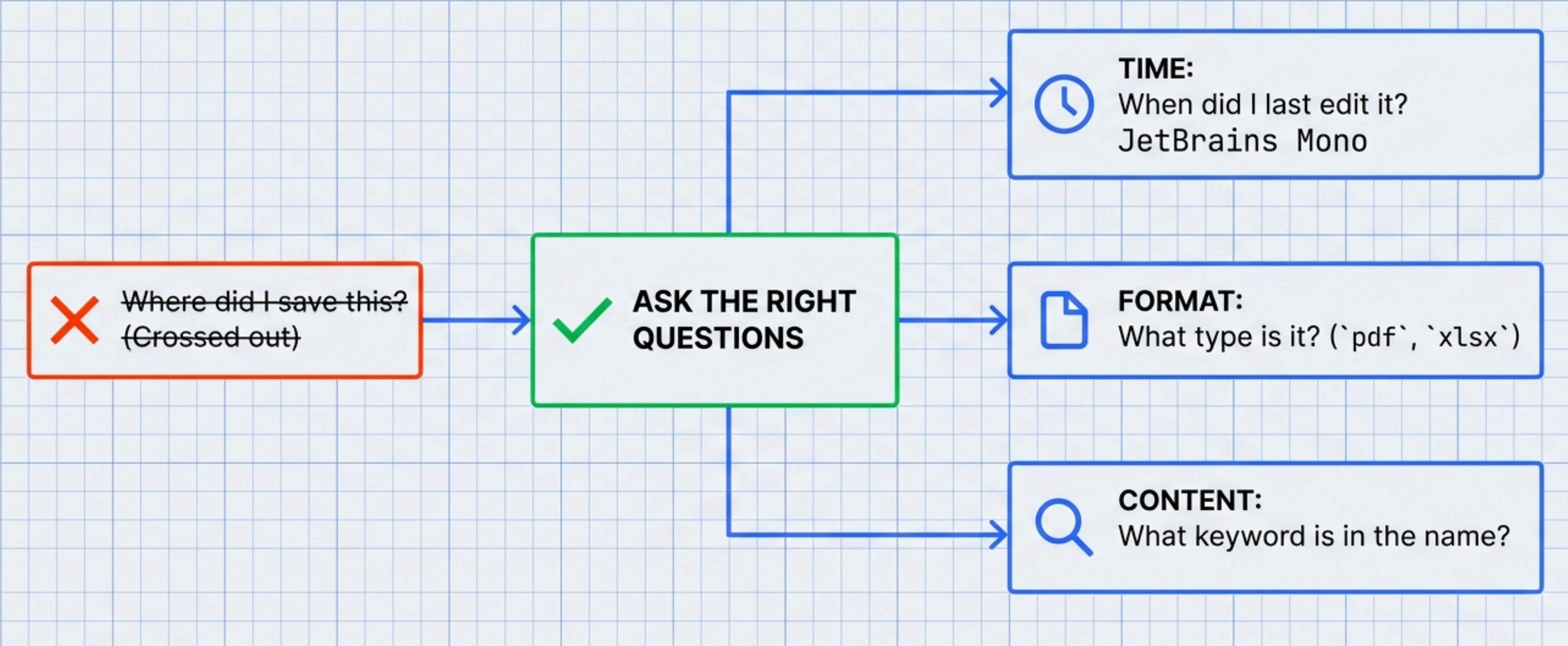
**Win + S = Search**

- Technique 1: Type part of the file name like: \_invoice\_
- Technique 2: Type the file type (e.g., 'report excel') like: \*.pdf or \*.xlsx
- Technique 3: Use Filters (Date modified, Folder location)

**Searching is faster than browsing.**

# SMART SEARCH HABITS

Thinking like the machine.



# COMPRESSION TOOLKIT: ZIP & UNZIP

## WHAT IS ZIP?

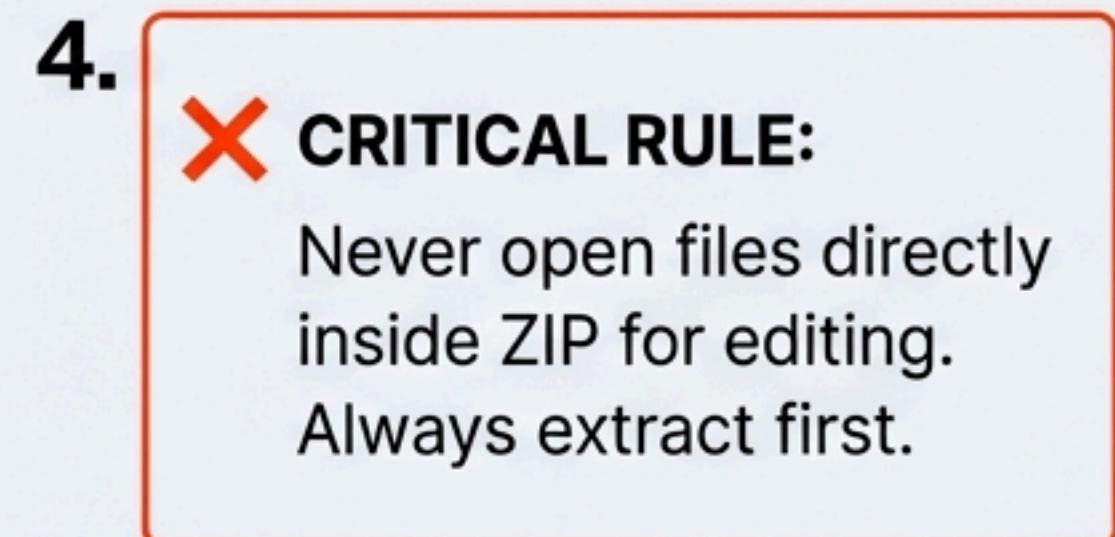
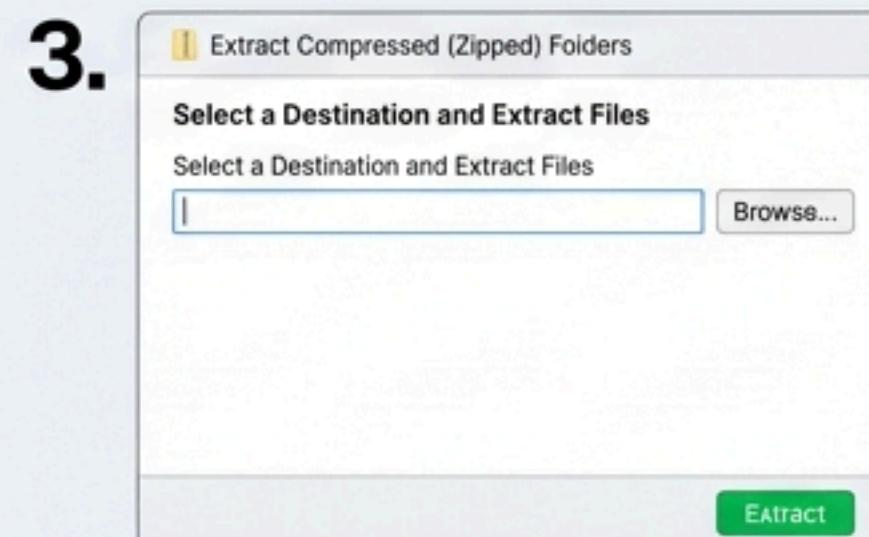
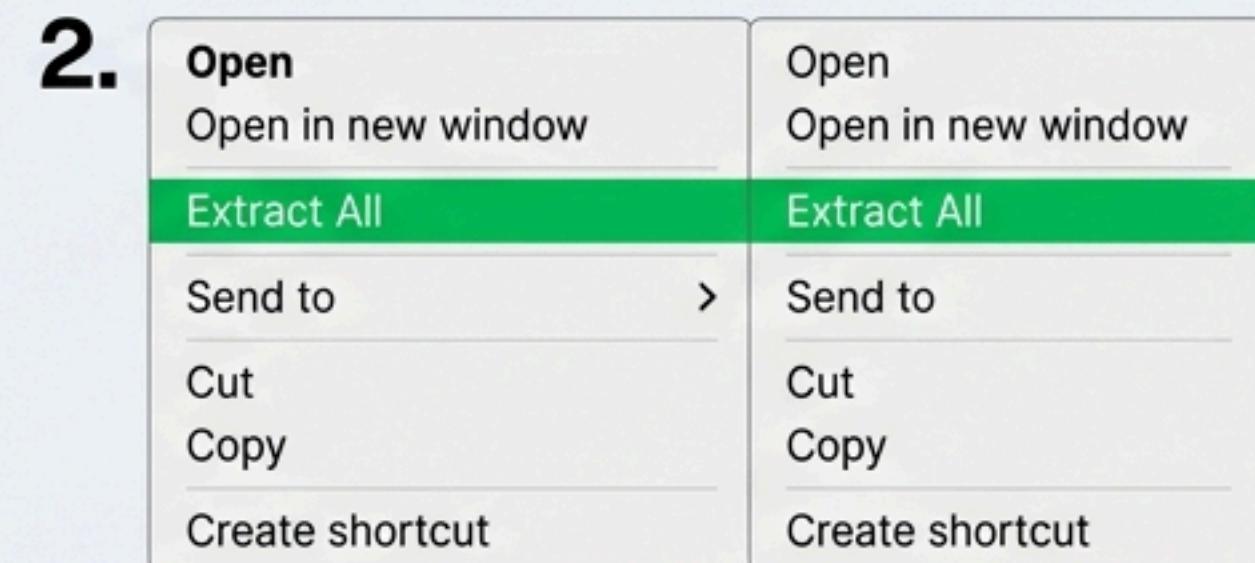
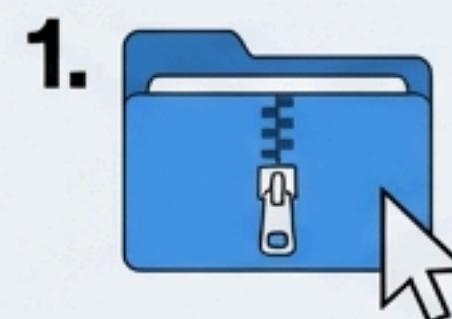
Combines files, reduces size, enables easy sharing.

## USE CASES

Email attachments, Backups.

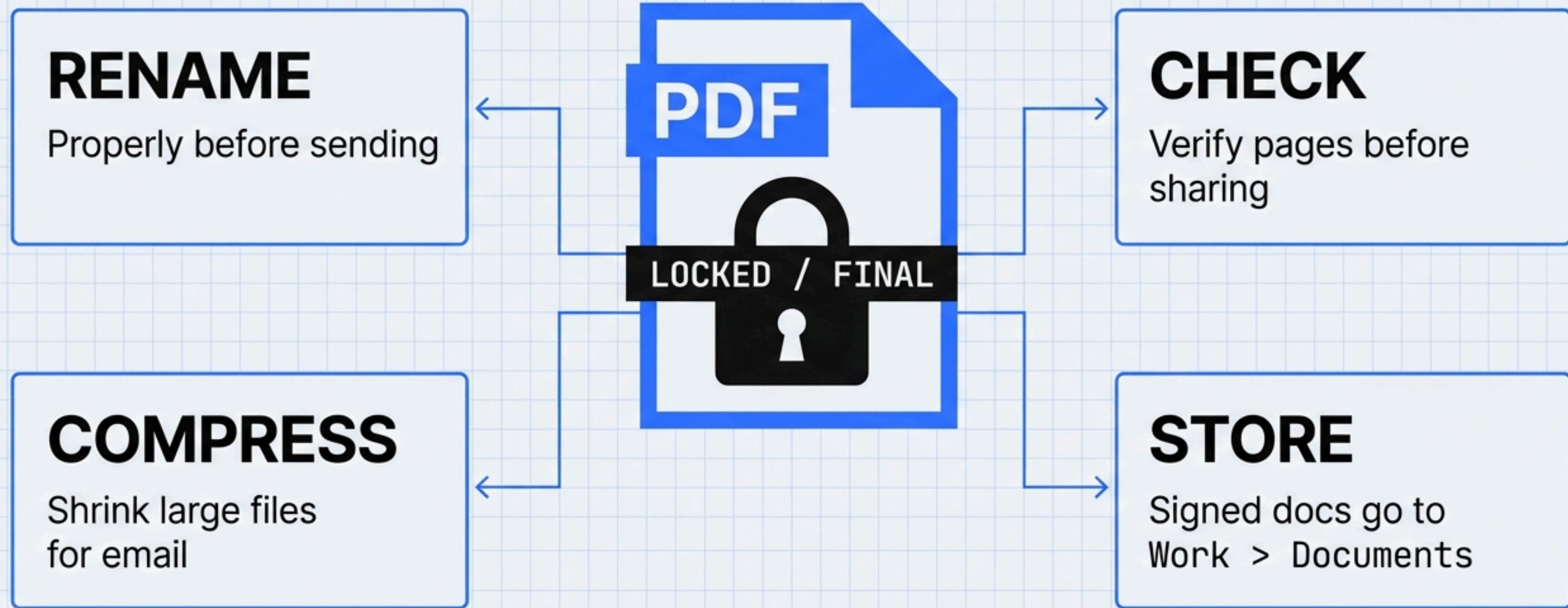
## HOW TO CREATE

Right Click > Send to >  
Compressed (zipped) folder



# PDFs: THE OFFICE SURVIVAL SKILL

PDF = Professional Communication.



# THE DAILY CLEANUP HABIT

The 5 Minutes Rule



## DAILY

- ✓ Clear `Downloads` folder
- ✓ Move files to correct folders
- ✓ Delete useless screenshots

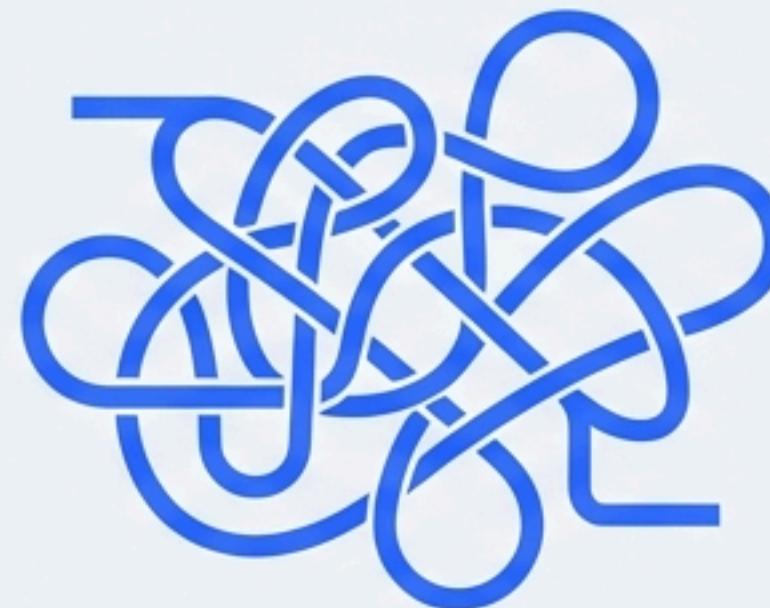
## WEEKLY

- ✓ Empty `Temp` folder
- ✓ Rename unclear files

**CLEAN COMPUTER = FAST COMPUTER**

# THE TRANSFORMATION

**BEFORE X**



- 10 minute search
- Panic during meetings
- Version confusion

**AFTER ✓**



- 10 second search
- Confidence
- Clear folders

**SAME COMPUTER. BETTER HABITS.**

# WHAT YOU SHOULD PRACTICE TODAY

- Create `Work` / `Personal` / `Temp` folders
- Rename 5 files properly
- Zip one folder
- Search and find a file without browsing

*A computer is fast. A human is smart.  
Together — organised— they are powerful.*

# NOTABLE MENTION

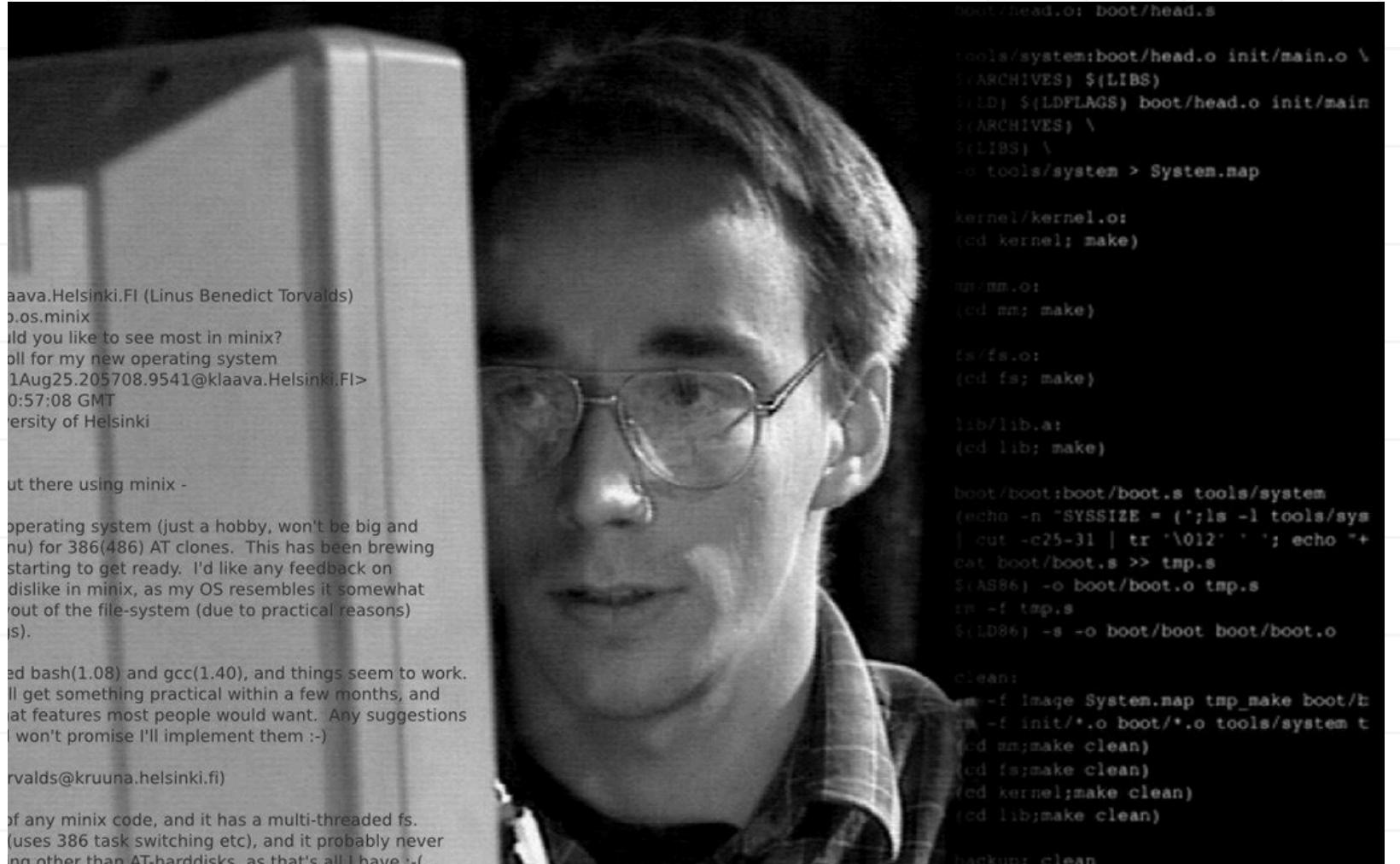
Linus Torvalds

Creator of Linux & Git

- Created Linux as a personal project in 1991
- Built the Linux kernel, now used worldwide
- Created Git, a version control system to manage large codebases
- Git helps developers track changes, collaborate, and work safely
- Today, Git is the standard tool used by developers everywhere

Motivation:

He didn't just write code — he changed how the world builds software 





FOR SOME REASON PEOPLE  
KEEP SENDING ME PENGUINS

MacOS  
requirements :



Windows  
requirements :



Linux  
requirements :



4GB RAM  
ON  
LINUX

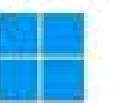


People appreciating how wikipedia is  
free

Linus Torvalds who made entire kernel  
free which runs all android phones and  
servers.



16GB RAM  
ON  
WINDOWS

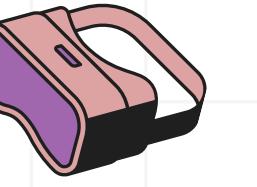


The Creator of Git and Linux



A random tech bro





# THANK YOU

**<https://github.com/kintsugi-programmer>**

