Solution Proposal: A Universal File Organizer

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INTRODUCTION

Nowadays, college students have to be the ones keeping track of assignments, deadlines, and notes/resources for each subject. This responsibility becomes increasingly time consuming the farther you go in college wherein you have to juggle between subject to subject to keep track of what must be done immediately versus what can be left for later by gauging the weight of the work and how close its deadline is. You also need to keep track of where you keep your notes, be it handwritten on notebooks or stored digitally in various note-taking apps as different professors have different rules regarding using devices inside the classroom. This is relevant today as some students suffer burnout and demotivation due to mental strain managing academic materials, time, and personal responsibilities simultaneously. It is crucial that students are given a convenient way to organize and access their digital files in one platform to improve academic productivity.

PROBLEM DESCRIPTION

College students often store academic materials across multiple platforms such as in Google apps, learning management systems (Moodle/Daigler), note-taking apps, messaging platforms, and local device storage. Files such as lecture slides, PDFs, recorded lectures, screenshots, and handwritten notes are frequently scattered and inconsistently labeled.

This fragmentation creates several challenges for students:

- Difficulty locating files quickly before upcoming exams or deadlines
- Duplicate or outdated files consuming storage space
- Lost or forgotten resources due to poor naming conventions or storage locations
- Increased time spent searching rather than studying

This is mainly because individuals believe that they can use this information in the future and perceive some value from these documents (Bravo-Adasme et al., 2025). This is further supported by Tugtekin (2022) wherein they had the same findings in their study conducted with 478 college students, citing reasons such as: not having time to delete them, being worried that they may delete something important, and thinking that they could be useful in the future in the off chance that they actually come back to it. Additionally, students are required to switch between platforms depending on professor preferences, making centralized organization difficult. The lack of a unified, intelligent system for managing academic files contributes to inefficiency, frustration, and cognitive overload.

PROPOSED SOLUTION

One proposed solution is to create a centralized digital academic file organizer designed to cater to college students. It should accept all file types typically used in school such as PowerPoint presentation, PDFs, Word/Google documents, images, and video files. The organizer would allow students to store or link files from multiple platforms (e.g., Google Drive, LMS downloads, local storage) into a single interface. This reduces the need to switch between

applications when searching for academic materials. Instead of relying solely on manual folder structures, files can be labeled with custom tags such as: subject name, professor, semester, file type (lecture, assignment, review), and priority or deadline. This tagging system allows one file to belong to multiple categories without duplication. The system would include a search feature that allows users to find files using keywords, tags, dates, or file types. This minimizes the time spent searching for materials, especially during last minute cram sessions. The organizer can also detect duplicate or unused files (>1 month unopened or unedited) and notify the user, allowing them to either delete or archive them. This should help reduce digital clutter while addressing students' fear of deleting important fails. Finally, files related to upcoming deadlines will be marked/highlighted, aiding students in prioritizing their tasks and easing cognitive overload.

CONCLUSION

With the digital age, information is the most accessible it could ever be but it also becomes difficult to juggle too much information at a time, especially when it comes to academics. This proposed solution should help reduce the downtime and unneeded stress from managing lecture and assignment materials across different platforms and conserve the mental capacity consumed from organizing one's notes.

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