

File Management

Much time is wasted regardless if it is spent in pursuit of a paper or electronic document. Following fundamental guidelines can return hours of your life back over the course of a year; alright a bit over exaggerated but you get the drift.

Another effective tool is to include within the footer of your document the path and filename.

Store files within your departmental directory or in mydocuments, not on your desktop	Files stored on your desktop are not backed up, while the other files are.
Create subfolders within folders	<p>These are the drawers of your computer's filing cabinet, so to speak. Create other folders within these main folders as need arises.</p> <p>For instance, a folder called "Invoices" might contain folders called "2004", "2005" and "2006".</p> <p>The goal is to have every file in a folder rather than having a bunch of orphan files listed.</p>
Follow a consistent naming convention	It is common not to include spaces in file names, keep names below 27 characters, and use lower case
Be specific	Give files logical, specific names and include dates when possible
File as you go	The best time to file a document is when you first create it. So get in the habit of using "Save As" to file your document as well as name it, putting it in the right place in the first place
If you don't need it – delete it	Spring cleaning can be a four season sport! Don't forget your emails...