

Organise your digital life

Where your work lives matters as much as the work itself. A simple system means you find anything in seconds, on any device, and lose nothing.

KEEP ONE HOME FOR YOUR WORK

- Your school gives you a Drive: Google Drive or OneDrive. Make it the one home for everything.
- Stop scattering work across Downloads, Documents, and the Desktop. That is how things vanish.
- It saves as you go and follows you to any device. Lose the laptop, not the work.

TAME YOUR INBOX

- Make a few folders: School, one per subject, Admin, Keep.
- Once you have dealt with an email, file it or delete it.
- Unsubscribe from what you never read. Less noise, less to wade through.
- A quiet inbox is easier to think in, and search finds more when the noise is filed away.

NUMBER YOUR FOLDERS SO THEY SORT THEMSELVES

- Put numbers in front: 00, 10, 20, 30. They always sit in the same order.
- Leave gaps. With 10, 20, 30 you can slot in 15 later without renaming a thing.
- Use levels: 10 Subjects, then 11 Maths, then 11.1 Homework. Numbers hold the order, words tell you what it is.

NAME FILES SO FUTURE YOU CAN FIND THEM

- One clear pattern, every time: Subject_Topic_Date.
- Avoid 'final', 'final2', 'real final'. Use the date instead.

A FEW MORE HABITS

- Star or pin the files you open most.
- Keep one calendar, not three, and add deadlines as they land.
- Once everything lives in the Drive, back-ups take care of themselves.

SET IT UP ONCE

- One Drive, signed in on all your devices
- A naming rule you actually use
- Numbered top folders (00, 10, 20)
- A handful of email folders

A tidy system is a gift to your future self.