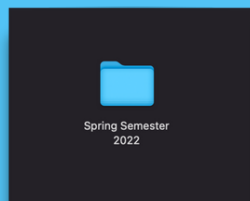


DIGITAL ORGANIZATION

Helpful Tips to Organize Your Desktop

It is easy for your desktop to become overwhelming and cluttered. Here are some helpful tips for getting organized for the semester.



1

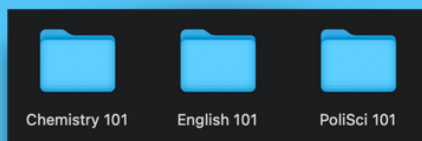
CREATE A FOLDER FOR THE SCHOOL YEAR

Think of this folder as the virtual binder that holds material from every subject matter.

2

CREATE SUBFOLDERS FOR EACH SUBJECT

Name subfolders according to the courses you are taking in that particular semester (i.e., English 101, Chemistry 101, and PoliSci 101).



3

DO NOT "OVER-ORGANIZE"

Do not "over-organize." Avoid creating more than a few layers to file structure, but do consider a uniform naming protocol for files that will make them easy to find. Doing this will save you time and effort.



4

NAME HANDOUTS SO THEY DESCRIBE WHAT IS IN IT

Often, files have random names when downloaded. This will help you find things when you need them.



5

FILE DOWNLOADS IMMEDIATELY TO WHERE THEY SHOULD BE STORED

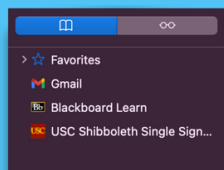
This will help to ensure files will not be lost. More importantly, spending at least 30 seconds to organize can save you time and worry throughout the semester.



6

CREATE SHORTCUTS OR BOOKMARK IMPORTANT WEBSITES FOR EASY ACCESS

- MyUSC
- Blackboard
- USC email



Source: