Use the Tech-Talk Database frequently (www.tech-talk.com). Login in with your **organization**'s member username and password. Find additional articles on video topics.

OTHER WEBINARS on ORGANIZING

- https://www.tech-talk.com/webinar-**organize-your-files-and-desktop**.html

- https://www.tech-talk.com/webinar-**reduce-stress-enjoy-organizing-your-thoughts-and-naming-files**.html

- https://www.tech-talk.com/**are-you-using-the-full-power-of-gmail**.html

DESKTOP

1. **SET UP A STRUCTURE** … so you won't toss things in the "junk room". Every item has a logical place.

    Understanding Windows Explorer

    - **Navigating Windows Explorer** (Left and Right Side | Expand and Collapse)
      https://www.tech-talk.com/software-working-in-windows-explorer.html

    - **Creating New Folders**
      https://www.tech-talk.com/windows-get-organized-by-creating-new-folders.html

    Creating a File Structure

    - **Think Categories and Sub-Categories**
      https://www.tech-talk.com/windows-can-you-find-a-document-when-you-need-it.html

    - **Affinity Diagram (The Post-It Exercise)**
      https://www.tech-talk.com/affinity-diagram.html

    - **Naming Tricks.**
      Drive files to the TOP of list: use an underscore, dash or number in front of the Name
      Drive to BOTTOM of list: start name with a "z" e.g. z-Old Files

    Controlling Your Desktop

    - **Google DRIVE to your Windows Desktop.** Store files in the cloud while accessing them on demand from any device. All files are synchronized, so any changes made to an item in any location is almost immediately made everywhere else. Download and install easily.
      https://support.google.com/a/users/answer/10096660?hl=en

    - **Change Download Default (Where and when)**
      https://www.tech-talk.com/**control-where-your-downloads-are-saved.**html

2. **GET RID OF THE EASY CLUTTER** … attack the "low hanging fruit" to give you a huge leap forward.

- **Moving & Organizing Files Easily**
  https://www.tech-talk.com/windows-moving-files-easily.html

- **Selecting Contiguous Files** (hold Shift key to get all files between first click and the second.)
  Select Non-Contiguous Files (hold Control key to add individual, separately located files.)

- **View Thumbnails, Find with Details**
  https://www.tech-talk.com/office-choosing-thumbnails-to-find-pictures.html

- **Show File Extensions in File Explorer**
  https://www.tech-talk.com/windows-show-file-name-extensions.html

3. **PUT THINGS WHERE THEY BELONG** … so you can find them easily .

- **Find Files Fast With a Jump List (a collection of *recently* opened items)**
  https://www.tech-talk.com/windows-office-pinning-documents.html

- **Pin Folders You Frequently Use**
  https://www.tech-talk.com/windows-pin-frequently-used-folders.html

- **Shortcut Folders**
  https://www.tech-talk.com/windows-organize-using-shortcut-folders.html

- **PIN to Quick Access Area**
 https://www.tech-talk.com/windows-quicker-access-to-folders.html

EMAIL

1. **SETTING UP FOLDERS / LABELS**… so you can save email in topics … and filter out what messages you don't want to come into your inbox.

- **Color Coding Email and Filtering**
  https://www.tech-talk.com/find-important-emails-quickly-by-adding-color.html

2. **GET RID OF UN-NEEDED EMAIL**… attack the "low hanging fruit".
- **Delete or Move a Bunch of Emails at Once**
  https://www.tech-talk.com/email-quick-steps-to-clean-out-your-inbox.html

- **Save Email Message to your Desktop**
  https://www.tech-talk.com/email-save-email-note-as-a-document.html

3. **PUT MESSAGES WHERE YOU CAN FIND THEM**… if you really need to keep them.
  https://www.tech-talk.com/overwhelmed-by-email-how-to-take-control.html

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ORGANIZE THE STRUCTURE: Affinity Diagram – A Total Quality Tool
Download a One-Sheet with **DIRECTIONS on the Affinity Diagram**.

- **Gain consensus in a group.** A leadership technique**.**
- **Clarify and organize your thoughts.** For a project, a report, your file system.
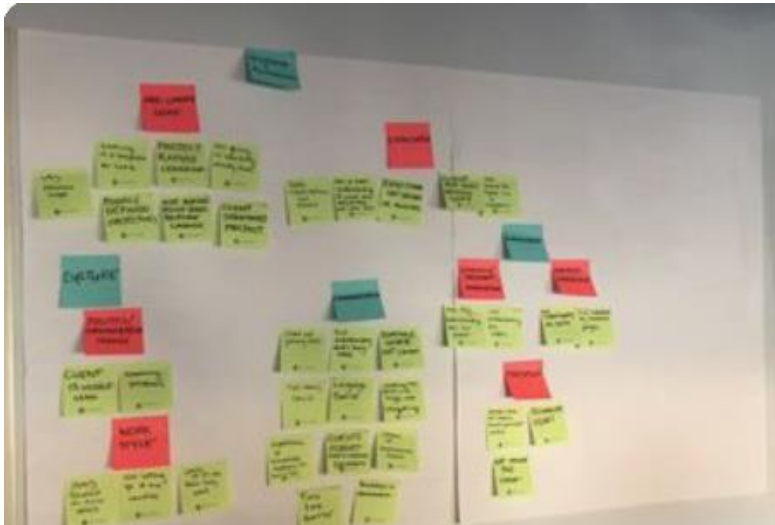
NAME THE FILES: Key Points and Conventions

- **If Repeating Events: Name with a DATE.**
  - Write the date in all numbers
  - Start with YEAR. E.g. *2020-05-24 – Naming Webinar*
  - Use double digits for month and day
  - Can use ALL CAPS in a word or two if needed to scan list faster

- **If Sequentially Important**: Add a *number* at the *beginning* of the name
  - 1- Delete Files, 2- Create Categories
  - 1. Books, 2. Events, 3. Outreach

- **If Important to See at the Top:** (The document is frequently used and hard to find alphabetically.)
  - Add a "_" or a "-" or a "space" before the name.
  - Start with a number

- **Multiple Versions of the Same Document** … you or others edit it and want to keep the original
  - Add an indicator at the *end* of the name
  - Examples: "1", "2" or initials "LK" or "vs 5-20" (version May 20th)

Affinity Diagram Process (Post-Its)

Purpose: Use to sort out any complex problem or project. Can also use to get ideas out on the table about any topic of interest. The idea is to get a *wealth of different ideas* and put them in the plan in a way that *everyone concurs.* **NOTE: Bold steps** are for an individual vs. a group.

Process and "Rules"

1. *Brainstorm*
   - **All ideas are good. Strive for 1 – 3 words per post-it.**
   - Don't discuss the ideas at this point
   - Write exactly what is said; don't editorialize
   - One person writes; all the rest contribute ideas

2. *Sort*
   - <u>**Silently**</u> **arrange the post-its into columns -- putting similar ideas together**
   - Everyone gets a chance to sort
   - Only pick up one post-it at a time
   - All post-its need to be exposed; don't stack them

3. *Select Category Headings and Clarify*
   - **Read the post-its in one column, looking for a "header"**
   - **If one is not found, create a header (Put a box around it or use a different color)**
   - Try different headers until everyone concurs they can at least "live with it"
   - This is the time to "clarify" (or discuss) post-its if needed
   - You can move post-its to other columns
   - You can create duplicate post-its if needed
   - You can write new post-its if needed
   - You can only throw away a post-it if the originator agrees

4. *Prioritize*
   - **Self: Sort postits in order within each category**

   Group Consensus
   - Everyone gets three "wishes".
   - Indicate the first wish (the highest priority) by putting a "3" on the post-it of most importance. Put a "2" on the second most important, and a "1" on the third.
   - Totaling points. The highest scores are the areas of first importance.