

The KonMari method and your digital files

Apply the famous Marie Kondo approach to de-clutter and safeguard your digital documents.

What to keep?

Clean up your folders in one go and **don't leave it until later**. First, discard files, then, tidy up what's left.



Tidy by category (photos, assignments, etc) and not by file location.

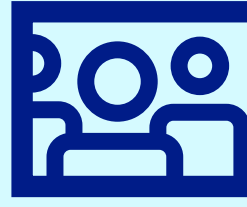
See where your files are currently located and group them. Look for files on hard drives, memory sticks, your phone, in the cloud, in your email account or on social media.



Focus on what you want to keep, not on what you want to get rid of. **Ask yourself: does this file spark joy for me?**



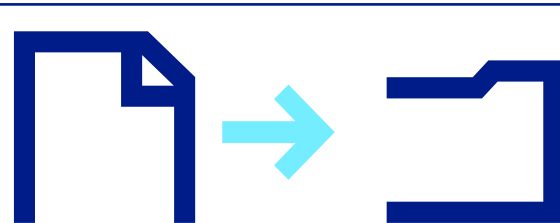
Start with the easiest things. Leave the files with most sentimental value, like photographs, until the end.



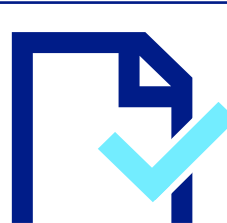
Face your digital *komono*: those documents that you were keeping "just in case...". **When was the last time you opened them?**

How to organize your files

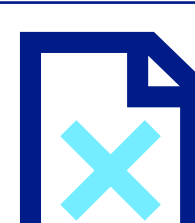
Assign a location for each type of document. That will make it easier to keep everything tidy.



Later means never: before saving more files, delete duplicates, drafts or blurry photos.



file_2

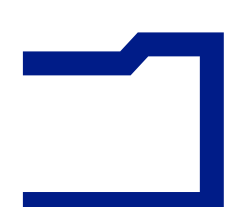


file_2_copy

Use a different folder for each category. The name should be easy and descriptive so you can find it quickly:



01_Music



02_Assignments_UOC



03_Photos

Save files that "spark joy" for you



Save these files in two different locations: make two copies and **save them on a hard drive and on the cloud**, for example.



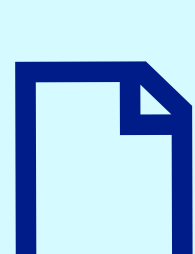
Check from time to time and make sure **you can still open and view the documents**. Watch out for outdated file formats.



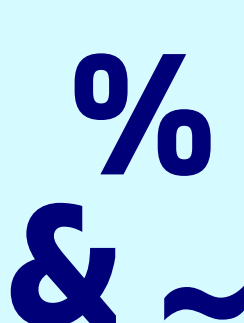
If you want to save your final bachelor's degree project or final master's degree project, **deposit it in the UOC's institutional repository, O2** which, will generate a permanent URL so you can download it whenever you want.

Other recommendations:

Add tags to your files so you can search and find them more easily*. You can mention **the names of the people** that appear in photos or **key words** for different assignments



Name your files **substituting spaces for underscores** and avoid special characters such as:



If you need re-download your learning resources, you'll find the latest versions produced by the UOC by visiting your **Personal Area** on the Virtual Campus.



* Right-click on the document and then, in Windows, select *Properties / Details / Tags* or, on a Mac, simply select a *colour tag*.