

3-Week Plan

CLEAN COMPUTER CALENDAR

Weekly Focus	Day 1	Day 2	Day 3	Day 4	Day 5	Notes
Week 1 Organization	<input type="checkbox"/> Create an easy-to-use system to organize your computer's folders	<input type="checkbox"/> Put Desktop & 'Downloads' Items into Folders	<input type="checkbox"/> Organize Photos Into Folders	<input type="checkbox"/> Organize Videos Into Folders	<input type="checkbox"/> Organize Documents Into Folders	<ul style="list-style-type: none"> • Choose an organization method that works for you • Stick to this method in the future as you add more files and folders
Week 2 Prioritize What's Important!	<input type="checkbox"/> Documents	<input type="checkbox"/> Photos	<input type="checkbox"/> Videos	<input type="checkbox"/> Programs	<input type="checkbox"/> Desktop	<ul style="list-style-type: none"> • Delete anything you won't use or view again • Keep files you'd like to save, but don't need frequently in a separate 'Archive' folder
Week 3 Backup & Deletion	<input type="checkbox"/> Research secure cloud storage options and external hard drives/storage devices	<input type="checkbox"/> Purchase space through a cloud hosting provider that fits your needs	<input type="checkbox"/> Upload all 'Archive' folders to your cloud space	<input type="checkbox"/> Upload all 'Archive' folders to an external hard drive or storage device	<input type="checkbox"/> Delete all 'Archive' folders from your computer	<ul style="list-style-type: none"> • Make sure the cloud provider you choose has a focus on: <ul style="list-style-type: none"> • security (keeping files safe) • redundancy (they backup their servers so your data isn't lost) • reliability (are their servers up & running most of the time?)

QUESTIONS TO ASK YOURSELF:

What do I need on a daily basis?

Make sure to only keep things you use frequently on your computer's hard drive. Files that you will need access to intermittently would be best suited for storing on the cloud. Most cloud hosting providers allow you to access your files from anywhere, any time, which makes it easy to part with documents you may need in the future.

What works for me?

When choosing an organizational method, make sure you use something that makes sense to you and that you will be able to continue to use in the future. Whether you organize by topic, date, or something completely unique, just make sure that it makes your files easy to find and accessible at a later date.