

# Write Time, Write Place Organization Strategies

## A. Professional and/or Personal Email organization

### 1. Professional and Personal email

Clean out inbox:

    Create folders, subfolders to reduce inbox clutter

Keep inbox clean:

    Go to deleted emails

        Unsubscribe to newsletters/organizations for emails you don't read

        Set-up "rules" for types of emails you will read, but must come back to

## B. Filing System Suggestions

### 1. Renaming articles and other files

    Develop a system and be consistent with it. Be sure you AND computers can read the file name.

    Suggested by Purdue University: (Cited\_AuthorName\_2008\_ArticleTitle)

### 2. Create/update folder and subfolder system

#### a. Professional materials (regularly update)

    i. Your career documents: IDPs, CVs, resumes, teaching statements, teaching portfolios, diversity statements, research statements, timelines, etc.

    ii. Supporting career documents: letters of recommendation, list of references, teaching evaluations, yearly evaluations, writing samples, etc.

    iii. Conference presentations and supporting materials

#### b. Literature/Articles

    Citation managers- [UF Libraries Citation Management Overview and Comparison Guide](#)

    Subfolders by topic

#### c. Research data- [UF Libraries Ethical Research Data Management Guide](#)

    i. IRB forms, data, analyses, etc.

#### c. Teaching materials- [UF FERPA Training for Ethical Student Information Management](#)

    i. Course maps, syllabi, lesson plans, assignments, exams, etc.

#### d. Your student materials

    i. Course topics

        1. Course name

            a. Syllabus, assignments/drafts, exams, notes, etc.

#### e. Personal Files (ensure security)

    i. tax documents, leases, etc.

    ii. Amanda's suggestion: "To make me feel good" folder

        1. Student/mentee feedback/emails (names redacted), inspirational images and memes, supportive notes from mentors/committee/chair (names redacted), your papers/tests with great feedback, etc.

## C. Data/Important documents back-up

1. How often should you back-up data/drafts/other documents?

2. Where do you back-up these data/documents?

    a. FERPA and ethical data management (see links above)

    b. Use multiple venues for storage (hard drive, external hard drive, cloud storage, email, etc.)

## Additional Organizational Resources for Graduate Students:

[Organization Tips for Graduate Students- Tennessee Tech](#)

[How to Better Manage and Organize Your Computer Files: Purdue University](#)

[Best Practices for Organizing Work- The University of British Columbia](#)

[Best Practices for File Naming- Stanford University Libraries](#)

[Keep Organized: Creating Your Ideal Data Filing System- Dr. Erika Romero](#)