

1, Organizing Your Digital Life

Why Fewer Clicks Mean More Clarity.

Ever feel like your files live in a witness protection program?

One day they're in CyBox, the next, on your desktop, then there's that folder named "Important – FINAL – really this time."

We've all been there.

In higher ed, we handle so much information that digital clutter becomes invisible — until it isn't. We waste time hunting for versions, juggling shared drives, and wondering which link actually works.

Over the years, I've quietly shifted more and more of my world into OneDrive and the Microsoft 365 ecosystem.

And I'll be honest — I didn't expect it to make such a difference.
But it did.

Here's what I've noticed 

 One password, one sign-in, one space. No more juggling logins or syncing across devices.

 It plays nice with Macs. The sync client is smooth, and Finder integration makes it feel native.

 Version history saves the day. Accidentally overwrite a file? You can restore it in seconds.

 Shared links beat attachments. No more "which version is this?" email threads.

It's not flashy or revolutionary, It's just easier.

And sometimes "easier" is the most underrated upgrade of all.

So take ten or fifteen minutes — with a cup of ☕ and whatever podcast you’re listening to — and give your digital space a little attention.

Move one project folder into OneDrive.

Watch how much simpler collaboration becomes when everyone’s in the same ecosystem.

Small change. Big sigh of relief.

In the next few posts, I’ll explore more simple ways to organize your digital life — little shifts that make technology work for you, instead of the other way around.

#AllSuttonedUp · 1