4, Digital Decluttering

Ever open OneDrive and realize it looks a little like the junk drawer in your kitchen — the place where everything fits, but nothing belongs?

I've been there.

Most of us have.

Digital clutter sneaks up on you the same way real clutter does — quietly, in the middle of busy semesters, long days, and "I'll deal with that later" moments. Before long, OneDrive becomes a mix of old drafts, mystery PDFs, screenshots you meant to delete, and folders you absolutely meant to organize… someday.

But here's the encouraging part:

You don't have to become "an organized person" to feel more at peace with your digital workspace. You just need a few small habits — gentle ones — that help the things you use rise to the surface, and the things you don't slowly fade into the background.

Three Small Habits That Make OneDrive Feel Lighter

1. Move finished files into an Archive folder.

Not everything needs to sit in front of you forever.

When you wrap up a project, drop it into an Archive folder — out of sight, but still safely stored for later. It keeps your day-to-day view focused on what you're actually working on, not everything you've ever worked on.

2. Give your files a home: Working, Reference, and Archive.

A simple structure goes a long way:

Working — active projects
Reference — things you need to keep handy
Archive — everything that's finished

It’s not rigid or complicated. It just gives your files a place to land so OneDrive feels less like a junk drawer and more like a workspace.

3. Rename files with purpose.

A quick rename can save you a surprising amount of stress later. Adding a date, a short descriptor, or the word “FINAL” brings instant clarity. It doesn’t take any longer than a deep breath, but “Syllabus_2025_FINAL” is a whole lot easier to spot — and trust — than “Document (7).”

You don’t have to overhaul your entire digital world to feel more in control of it. Small habits — the kind you can do in a minute or two — add up. They help your files feel less scattered, your workflow feel calmer, and your day feel just a little more manageable.

And the best part?

Future You will thank Present You every time something is exactly where you expect it to be.

What’s one small habit you use to keep your digital life from feeling overwhelming?

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