

5, Simple Beats Fancy

OneDrive gives us plenty of room; what most of us want is a clearer way through it. This week, I want to share a simple structure that's helped me — and might help you too.

Last week we dipped a toe into a simple OneDrive structure — three folders to keep things calm. This week, let's roll up our sleeves and make that idea practical.

★ The Three-Folder Structure (Simple Beats Fancy)

Active Work

Everything you're working on this week or this month.

Think of it as your desktop — the place where work lives before it's finished.

Archive

Completed documents, past projects, reference materials.

This is where things go once the dust settles.

Shared Items

Anything you're collaborating on with others — drafts, resources, or shared planning files.

Keeping shared content separate makes permissions easier to understand at a glance.

A simple structure survives busy weeks, shifting priorities, and “Where did I save that?” moments. The goal isn't perfect organization; the goal is finding what you need when you need it.

★ Let Search Do the Heavy Lifting

Modern OneDrive search is powerful — and most of us underuse it.

Try things like:

- File type: “.docx budget”
- Keyword + date: “syllabus 2024”
- By person: “shared by Alex”
- Filters: Narrow by date, file type, shared status, or activity

The folder structure keeps things steady; search gets you exactly where you need to go.

★ A Few Practical Habits

Move finished files from Active Work → Archive each week.

Glance at Shared Items once or twice a week to see if anything needs attention.

Let go of old clutter — if it hasn't been opened in two years, you can probably archive or delete it.

Don't over-sort. Put things where they make sense today. You can always adjust later.

★ Closing Thought

Technology is at its best when it's least visible — when it gets out of the way so you can focus on the work, not the workflow.

Simple structures aren't just about neat folders.

They're about clarity, calm, and being able to breathe a little easier every time you open OneDrive.

#AllSuttoneUp · 5