

Digital File Organizer

Give needed files a findable home and leave uncertain decisions in a review queue.



Choose one folder

Downloads or one active project is enough for a first session.



Identify the purpose

Action, reference, waiting, or review. Use a manual list if helpful.



Keep related evidence together

Record the form, confirmation, and known next step in the same index row.



The smaller version

Organize one known file and confirm you can find it again.



Keep what you need

Keep records you have to keep, and anything you're unsure about, while you review.



Choose a findable home

Use a small folder structure and names you'll recognize.



Test retrieval and stop

Locate one file from the index, then write where to resume. Review uncertain deletion decisions separately.



When you come back

Use the file map and return note to identify the next file to review.

Your file map

FILENAME /
PURPOSE

DECISION

DESTINATION
FOLDER

NAME I WILL
RECOGNIZE

RELATED
CONFIRMATION

FOLDER BOUNDARY

NEXT ACTION / REVIEW QUESTION

WHERE I STOPPED / NEXT FILE

DIGITAL FILE ORGANIZER

Choose one folder. Identify the files you need to act on or keep, give them a clear destination, and record their location. Set anything you're unsure about aside to review. Don't delete files you may need.

THE STEPS

How to Declutter Digital Files, One Folder at a Time

Being able to find a file matters more than an empty folder. Check that you can retrieve the file and any related confirmation.

1 CHOOSE ONE FOLDER

Downloads or one active project is enough for a first session.

3 IDENTIFY THE PURPOSE

Action, reference, waiting, or review. Use a manual list if helpful.

5 KEEP RELATED EVIDENCE TOGETHER

Record the form, confirmation, and known next step in the same index row.

2 KEEP WHAT YOU NEED

Keep records you have to keep, and anything you're unsure about, while you review.

4 CHOOSE A FINDABLE HOME

Use a small folder structure and names you'll recognize.

6 TEST RETRIEVAL AND STOP

Locate one file from the index, then write where to resume. Review uncertain deletion decisions separately.

AN EXAMPLE

Fictional Downloads folder: a form and its receipt move to a clearly named household folder. The file map records both filenames, their location, and the next follow-up. A document with an unclear purpose stays in a review queue.

THE SMALLER VERSION

Organize one known file and confirm you can find it again.

WHEN YOU COME BACK

Use the file map and return note to identify the next file to review.

AFTER YOU TRY IT

Can you find the chosen file and its related confirmation?

Examples on this page are made up. Use your own dates and details.