Open computer or Google Drive

Check files

Do I have folders?
- Yes
  - Are my folders labelled?
    - Yes
      - Review document content
    - No
      - Are my documents in a folder?
        - Yes
          - Do I use or need to keep this document?
            - Yes
              - I have successfully organized my online files!
            - No
              - Delete
        - No
          - Is this document in the appropriate folder?
            - Yes
              - I have successfully organized my online files!
            - No
              - Delete
- No
  - Create and label new folder
    - TIP: Label should be based on time (e.g. 2018-2019) or subject (e.g. History).
    - TIP: You can have subfolders within a folder to better manage your files!

Are my folders labelled?
- Yes
  - Review document content
- No
  - Label folders

Do I use or need to keep this document?
- Yes
  - I have successfully organized my online files!
- No
  - Delete
Description of Flow Chart

- Open your computer or Google Drive
- Check your files
- Do you have folders on your computer or in Google Drive?
- If not, create and label new folders and place documents here; if your documents are already in a folder, continue with the following steps.
- Ensure your folders are labeled.
  - Labels should be based on time (2018-2019) or Subject (i.e. History)
- Review document content: decide if you need to keep the document.
- If you don't need the document, delete it.
- If you use or need the document, ensure the document is in the appropriate folder.
- Once all of your documents are in an appropriately labeled folder, you have successfully organized your files.