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This can be requested most easily at SPI Fast Requests. Unlocking the ip range or IP range with this template is strongly discouraged, at least not to contact the lock administrator. This block expires at 11:17 p.m., May 3, 2022. Even if blocked, you will usually still be able to edit the user's conversation page and email other editors and administrators. Other useful links: User blocking policy Attractive blocks: Policy and guidance If the block notification is unclear or not related to your actions, please seek help as described in Help:i have been blocked. You can view and copy the source of this page: Summary (Information) description of the Organization Structure of the Civil Service of the Republic of Ireland source , date, additional information other versions author Extracted from Organisational_structure_of_the_civil_service_of_the_Republic_of_Ireland.png One of the easiest and most overlooked aspects of the organization is getting computer files organized. Every time you need to dig into a document that you can't find or have to make unnecessary clicks to access the folder, you're not as productive as you could be. You spend precious time that you could use to do something that will help you move forward with your goals. Your time, once used, you can never take back and if you don't do anything with your file organization methods, you will keep using up your time just digging. Your list of documents will grow steadily, so now is the time to do something about it. You don't have to sacrifice your time just by searching and clicking on the document. You should be able to find this document within five seconds rather than five minutes. I was there too, and there were even times when I really couldn't find the file, and when I wasn't looking for it anymore, that's the one I found it. Asian efficiency helped organize more than thirteen thousand people. This includes to-do lists, emails, and an organization file. Let's look at some good practices for keeping your files and documents neat, in folders and easy to search and accessible. The idea of organizing files and documents dates back to the old days of filings and paper. The advantage of the original paper cabinets was that you really had to think about where to put the documents so you could easily find them when they were needed. With digital documents, since you can't see or touch them, it becomes too easy to have files scattered all over your computer. Since it's a digital mess rather than a physical mess, often you don't realize you have a problem - as long as you have a problem! You don't feel the pain of a disorganized system until you can find the right document. Although search is a powerful tool, and there is a training course in Dojo taking you through file search, you still want to have a basic organizational structure, so you don't have to exclusively on the search. Note: We'll talk about the folders and directories on the hard drive in this article. It's the same thing. The concept will apply if you use a system like DevonThink, Evernote, or OneNote.We will do our best to cover both macOS and Windows in this article. For the most part, the user directory structure is the same, and strategies should apply to both Mac and Windows. You want it to be quick and easy to save files so that your system doesn't cause friction. Easy to find - You want your system to make it easy to find the file or folder you need, either poking through folders or using search. Reusable - Where possible, you want to use reusable templates and name agreements, both of which support the previous two goals. Some simple rules Give us a few simple rules about managing files and folders. Don't let the files on your desktopyou have to be clean and display what gorgeous high-resolution wallpaper you have going on. It should contain a garbage/recycle bin, and that's about it. Sometimes it can be convenient to put a file or two on your desktop for temporary storage if you mean it regularly and don't need to serve it just yet. If you want to make sure to keep your desktop clear, check out our Hazel tutorial. There is a rule for automatic cleaning of the desktop. While Hazel is a Mac app, you can do the same with Droipt on Windows.2. Limit the creation of a folder when you create folders, think minimally. Most files and documents can fit somewhere in your hierarchy if you did a good job of initially displaying it. Typically, only create new folders (especially top-level folders in documents) if you find yourself repeatedly returning to keep similar files in the same location, only to find that it doesn't yet exist. You'll know when it's time to create another level in the hierarchy rather than create an extensive vast multi-layered tree before you need it. You want your structure to be as simple as you can get away with. 3. Name your files and folders strategically One of our goals for organizing our files is easy to find. The key way to achieve this is to put some thought into the way you call folders and files. It shouldn't be complicated. Friend-of-AE Brett Kelly likes to talk about the concept of naming your data, referring to your future you. Here's what he means in that: ... try to imagine the circumstances in which you need it and what words you are likely to use when trying to find it. Think about saving your phone bill. Do you think the bill.pdf phone is a good name? Name? Not. July phone bill.pdf is no better. So when you call that phone bill, think about how you might look for it. Probably: By date (I want a July 2017 phone account)By company (I want an XY'Corp phone account)By type of document (I want a phone account)So a good name will allow you to look at the files in the folder and immediately see that each file without opening it. This will give you things that you can use to search. So a good file name, in this case, may be 2017-07 XY'Corp Bill.pdfWhit the same concepts apply to folders. It's not helpful to have a bunch of folders called invoices inside other folders. It would be better to call the ABCCorp Invoices folder (even if it's inside the ABCCorp Master folder), so you can use that name to search later. This makes it much faster and easier to get to with the keyboard. Dropbox and SyncBefore file we get in the nitty-gritty directory of the organization, I want to mention Dropbox and other similar services. Synchronization services (including built-in macOS and Windows 10) are amazing tools for accessing documents between different devices and being productive wherever you are. They are also excellent for exchanging documents with others. We use Dropbox extensively, but many people use iCloud Drive or OneDrive, and Box and Google Drive are also popular. The structures and strategies we're talking about here can be used in your local file system or can be synchronized with the cloud if you put the folder structure in a special folder for your choice of service. DocumentsSS Give a look at your personal documents. Whether you're using Windows or Mac, you'll likely use the /username/Documents folder on your computer to hit your personal documents. (Of course, if you use Windows, slash is not /.) If you happen to perform both work and personal tasks on your computer, you have to create two folders to separate your personal and business items. If you're using Dropbox, it might look like this: / Dropbox/Business/Dropbox/PersonalIf you don't use Dropbox, you can similarly do: / Documents/Business/Documents/PersonalNow, how you share your personal documents is basically a matter of how you mentally divide your life. A very basic split can be education, employers, family, finances, health, home, shopping, travel, and vehicle.There may be a moderate number of subfolders under that. For example, if you have children and have documents related to your parents, you can split families:/Documents/Family/Duncans (My Parents)/Documents/Family/Yeungs (My Wife)Children If your mind goes this way, you can also make a split in life areas like:/Documents/Finance/Documents/Documents/ Documents / Documents / Documents / Documents / Documents / Documents / If you use a task management system, it is probably likely bad idea to mimic the structure that you use there too. Business documents related to your personal documents, your business documents and how you organize them will largely depend on your profession, industry, company and position. If you're in a big organization, you'll probably be working with a shared drive, in which case the directory structure is usually pretty set, so you don't have to worry about it too much. If you are a small team or organization and build your structure, it can be helpful to get people together who will work with these documents and come up with a structure together. You'll be more likely to have a buy-in if the people who are most familiar with the documents have an impact in how they are structured. If you decide to store some documents locally or if you don't work with a shared drive, it pretty much comes down to what you do. For example, let's say you're a business analyst who works on projects. Your catalog structure may look like something like this: /Project name 1/project name 1/wip/project name 1/brainstorming/project name 1/output/project name 2/project name 3/archiveEach Project will have subfolders associated with logical units of the organization, such as the type of work, stakeholders or who you are reporting. /Archive where you would move your completed projects when they are done. By contrast, saying that you are an internet marketer working with your laptop on the beaches of Bali, you can have something more like this to create: / finance/legal/marketing/products/projects/planning/system/technologyIt's actually very similar to what we've created on Asian efficiency (unfortunately I don't write this from the beaches of Bali). The way you organize business-related directories comes down to how you choose to split your business or work into logical units. An easy way to do this is to grab a piece of paper or a plank and outline your company/enterprise in detail, based on what it is you do day in and day out. Then group activities related to logical groups - think of it as a chart organization for your work/company, minus positions. Example Folder Structure To get started, here's the structure of the sample folder. You can start with this and adapt it to your needs. Example Folder StructureFolder TemplatesSAs you start analyzing how you work with files and folders, you may notice that you have certain folders and subfolders that you use over and over again. This is especially true for financial documents, client work and project work. This can be very useful for pre-creating a folder template with the structure you want to use. Then every time you come to a new period, on board a new client, or start a new project, you can just copy this folder template. This has two advantages: It saves time. With a few clicks or keystrokes, you have the entire folder tree created. It enforces compliance You know your folders will be called the same every time, which means it's more likely that you'll save things in the right place, and it makes it much easier to quickly find things with your search. To create a folder pattern, just create a sample structure. Then, when you need it, you can copy it to Finder on macOS or File Explorer on Windows and insert it into a new client or project folder. To be additionally Asian effective, you can use a tool like Keyboard Maestro or Alfred and your template folder is created with a few keystrokes. No musing is required. Labels, favorites and launchers your FriendsDo you have specific folders that you get access to all the time? Instead of always digging through the file structure to get to it, you can drag the folder to the Finder or File Explorer sidebar. This will create a shortcut directly to this folder, giving you 1-click access. Pro-tip: This feature is great for folders you need access to all the time, but it's also great when you're working on a project. Drag the project folder (s) to the sidebar during the project and you want quick access to the folder and then when you're done, you can just delete it. Labels can be temporary! If you're the type of keyboard (which we strongly recommend), learn to use a launcher app like Alfred or LaunchBar on Mac or Listary on Windows. You can start typing the name of the folder you want, and with a few keystrokes jump right there. Once you get the hang of it, it will probably become the preferred way to go to the folder. Automated Organization We touched on this earlier in the article, but once you have a folder structure created, you can get a huge performance boost by creating an

automated organization tool like Hazel on Mac or Droptl on Windows.If you have files that are repeated (such as accounts or statements) and you can come up with a way to build rules for them (for example, always called xyz or always contain text abc) You can use these tools to automatically file documents for you. All you have to do is scan or download the document and your tool will rename it and whisk it away in the appropriate folder. Here's our hazel tutorial (the same generic concepts applied to Droptl), and here's a tutorial for going paperless with the help of an automated organizer. At ClosingWe hope you have taken some ideas from this article that will help you better organize your documents and files. As long as you follow the rules at the beginning and create an effective hierarchy, the file and directory of the organization is a breeze. For more in-depth training on file organization and file search, make sure to check out our training Inside Dojo, our exclusive members are the only community that is chock-full of trainings, courses, workshops, podcasts, coaching calls, action plans, and performance oriented individuals like you. If you want more more and tips like these, let us know where we can send them: InvitationDo do you want to know how to customize your workplace and your computer to get more done? Are you interested to know how you can structure your perfect day and build treatments? If you answered yes to both or even just one, then join our FREE TRAINING by clicking on this link. It's absolutely 100% free. Free. organization structure files

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