

## **Best Practices for Organization of Digital Information**

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We're challenged to organize an increasing amount of personal digital information in ways that work for us – now and later. Different apps have different names for and slightly different ways to do essentially the same thing: form useful groupings and sub groupings of information. We have, for example, folders, tags, “section tabs “ and “pages”(for Microsoft Outlook), “albums” and “groups” (for Facebook) and “notebooks” as defined (differently) in several applications. No matter the app or the name, we have similar considerations: How to archive, for example, to reduce clutter but so that archived information is “nearby”? How to organize information according to the projects we wish to complete? How to name and link to reference material (URLs, PDFs) that we'll use across projects. This working breakout session would do the following:

1. Identify key choice points we face, across apps and devices, as we org. our information.
2. Based upon our own experiences and the research we're able to do (real-time and follow-on), create a growing list of alternatives for each choice point.
3. Critically evaluate each alternative for pros and cons – now and over time.
4. Identify 2 or 3 preferred alternatives and assemble into 1 to 3 overall “best practices” for the organization of personal information with appropriate qualifications (e.g. this practice works esp. well for someone who is less comfortable with digital technologies).
5. (Optional) identify a shortlist of simple changes we'd like to see in tool support for the organization of our digital information.