

CHECKLIST

- Back up files.
  - Clean out and delete old files.
  - Design file structure.
  - Organize desktop.
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DAY 1 BACK UP FILES

- Put everything you have on your desktop in a folder.
- Back that folder up to the cloud. (office 365 OneDrive or Dropbox)
- Delete old files and duplicated files.

DAY 2 DESIGN A FILE STRUCTURE

- Make a list of all your file types. (Lesson Plans, Newsletters, Referrals)
- Decide on the highest level for each folder. The big parts of your school life.
- Create a folder for each section.
- Create a desktop background organizer.
- Upload the background picture for your desktop.

DAY 3 MOVE FILES

- Go to file folder that you put all of your items in and begin sorting them to there new home.
- Use the system you set up with every file all the time.

DAY 4 ORGANIZE MUSIC

Transfer your CD's to your PC.

You can save your music to the cloud. (Office 365 OneDrive or Dropbox)

Create playlist.

NEED TO GET

NEED TO MAKE