

Working file organisation workbook

Use fictional files to test a simple structure and naming approach. Ask another person to locate the intended current file.

Design the arrangement

Practice collection and purpose

People who need to find the files

Folder purposes

File naming rule and example

Current and completed work distinction

Permissions and approved location

Test and improve

File another person was asked to find

Steps they tried

Selected file and version

Confusion or repeated question

Improvement and responsible person

Retest result and review date

Original RDE practice aid. Personal and internal organisational adaptation permitted with Jefferson Otonbara Imgbi author credit retained. Keep restricted information in authorised systems. Use fictional examples. Do not enter passwords, recovery codes or restricted information in this document.