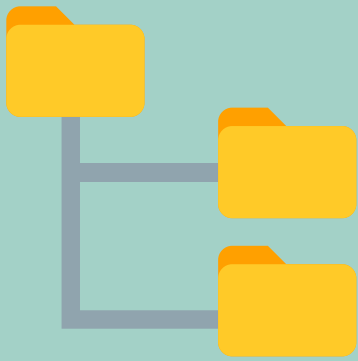# 5 Tips for Keeping Your OneDrive Files Organised

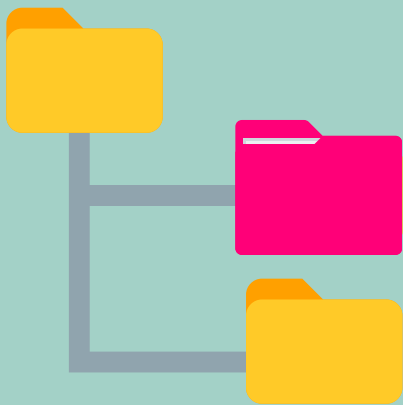## 1
Create a Folder Structure that Works for You

2
Create a 'Scratch Documents' Folder for In Progress Files - Tidy Later

3
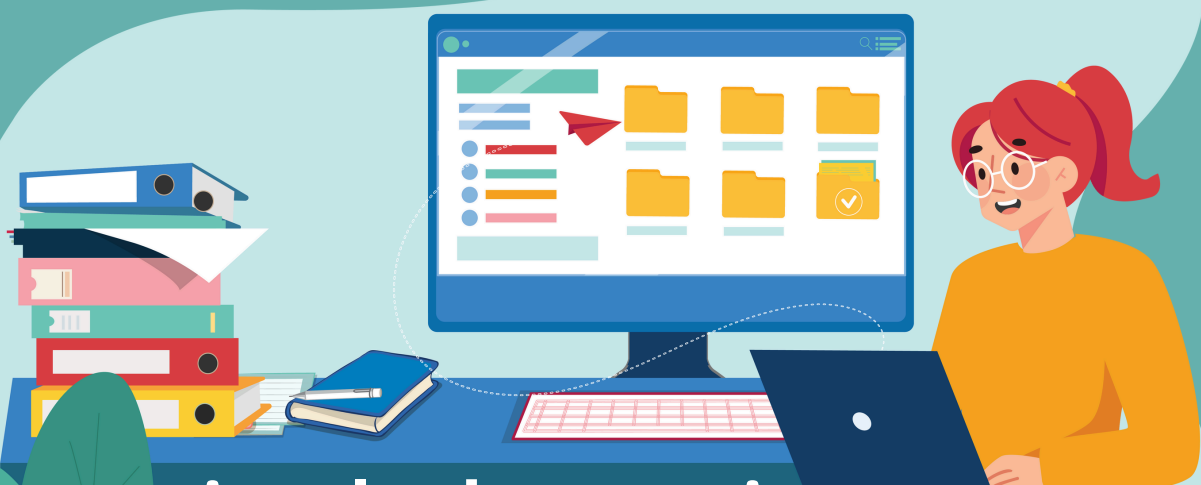Use Visual Clues for Your Folders by Colour Coding Them

4
Create SharePoint Library Shortcuts So You Can Access Them From OneDrive

5
Spend 5 Minutes Daily Tidying - Daily Upkeep Prevents Chaos!

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