

OGS Grad. Work

ORGANIZING YOUR OGS WORK ON YOUR COMPUTER

People come into graduate school at different times of life with differing degrees of experience with computers. A helpful approach to I.A. (intelligence augmentation) in beginning a graduate program is to use the hierarchical file folder system to organize your OGS work on your computer. Never lose files again.

Create a new folder in your Documents folder labeled "OGS Grad. Work" and create a short cut to the desktop for the folder. Inside of the OGS folder create a new folder for each Core of the program (1-7). Inside of each Core folder create a folder for each class (see Core 1 ex.). Save your Syllabus, assignments, and everything related to a course in it own folder so you can find it.

Create extra folders for separate category items like Citation, Winks, Dissertation, OGS Admin. Pprwk, Gen., LOC, England Trip, etc.

Organizing files will organize your thinking. Use the Windows folders view to find things.

