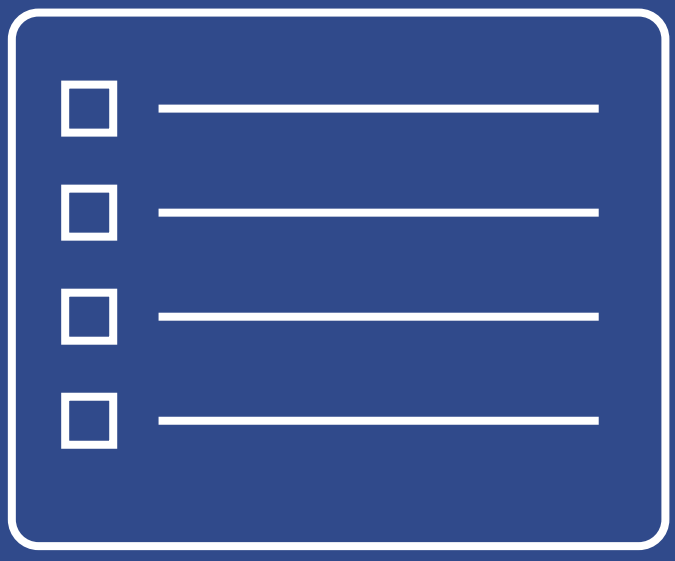
BOOKCHOWK / PRACTICAL MINI BOOKS

The Searchable Work Folder

Create a small file system you can retrieve from, not just tidy



SanjAI Matta

Published by Sanjay Matta | English | Digital PDF

10 focused pages + editable companion | 12 November 2026

One useful result

Create a small file system you can retrieve from, not just tidy. Work through one lesson at a time, then use the three printable worksheets on a real, low-stakes situation.

Your route through this mini book

1. Start with a retrieval problem

2. Choose consistent names and states

3. Keep an index where folders are not enough

4. Test retrieval and maintain the system

Read the lesson, compare the worked example and complete the action. Pages 7-9 are writing sheets; page 10 helps you review the result. The editable Markdown companion contains the same prompts for reuse in a notes app.

For personal learning and practice. Examples are fictional; adapt the worksheets to your situation.

Original educational content and vector artwork. Examples are fictional. Personal and household printing is permitted. Redistribution, resale and public uploading of the paid files are not permitted. © 2026 SanjAI Matta.

Start with a retrieval problem

Choose a small set of working files you often struggle to find. Name the questions you ask when searching: which client, which period, which document type or which approved version? Let those questions shape the system. Do not reorganise a shared drive without the right authority and coordination. Start on a safe copy or a personal working area where changes are appropriate. A useful folder serves a task rather than looking neat in a screenshot.

Worked example

An administrator repeatedly searches for the final November supplier statement. The useful cues are supplier, period and status. Grouping everything by the day it was downloaded would not answer that question well.

Try it now

List three recent searches that took too long. Identify the information you knew at the start and what was missing from the filenames.

NOTICE → CHOOSE → TRY → REVIEW