# Transcript: File Management - Sarah Peacock

Hi, everyone. I'm Sarah. I'm doing a Bachelor of Business and it's my first year back at uni, I'm a mature age student, so I've tried this once before. Basically, today I wanted to share and show how I set up for the Semester and how I get prepared because I suffer with a bit of anxiety and I don't do well under pressure or stress. If I run out of time or something, I actually go into a bit of panic and I don't really think straight. So I've set up some systems to help me get through Uni that I find work for me. I'm going to put it out there. I'm a little bit of a nerd and I like organization. As you can see, my screen is kind of de-cluttered. I have all my quick-links. I don't like to sort of waste time finding stuff. So even in my bar down the bottom you'll see I have all my important stuff. I'll show you my Western Sydney folder because that's where I sort of started with everything. I like to segment stuff for it to be easy to find.

This is my Autumn Session, which I've just finished. I finished my first session and I've set up for my Spring Session. Then I've got my quick-links like my Learning Assistance, things that will help with exams, and I just like to have it clear and segmented so that I can find it when I'm in a little bit of a panic. I know where to go. I like to make things easy for myself. I'm a lazy, productive person, I don't want to do things more than once. So I find like little shortcuts on things that work for me. So these are my subjects for last semester. And the way I structured it is I actually, going into them, I'll have my Assessments. Any images that are useful. My Group Work stuff. And then I have each week and in each week I will have, for example, the downloaded content that I need. This one's missing a Powerpoint because the week 14, it was for exam study and we didn't actually have a PowerPoint, she just went through the slide she had. I actually just screenshotted her slides and made my notes with that. But that just keeps everything where I need it to find it in a hurry because I found with exams when they started to say, OK, we're gonna, you'll revise four questions, one through to ten, it'll be weeks three through to five or something and then you like have easy access to them. I'm not digging through all my notes to find them, and I can go straight back to the lecture, all the slides that I had, and then that was a lot easier for me to process during our study weeks.