BrainStormFantasyFootball.pptx
Updated September 15th by Jocko Rogan

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Edited file in Powerpoint

Enabled and shared link

Commented and approved file

BrainStorm

Digital decluttering with Box and Dropbox

It's a data-driven world, and there is a lot of unnecessary junk being stored. Good data retention policies coupled with data management practices in Box and Dropbox will help you keep your data neat and will save you time and money.

Start with the basics

No matter your preferred storage tool, you can manage it better by establishing some basic habits.
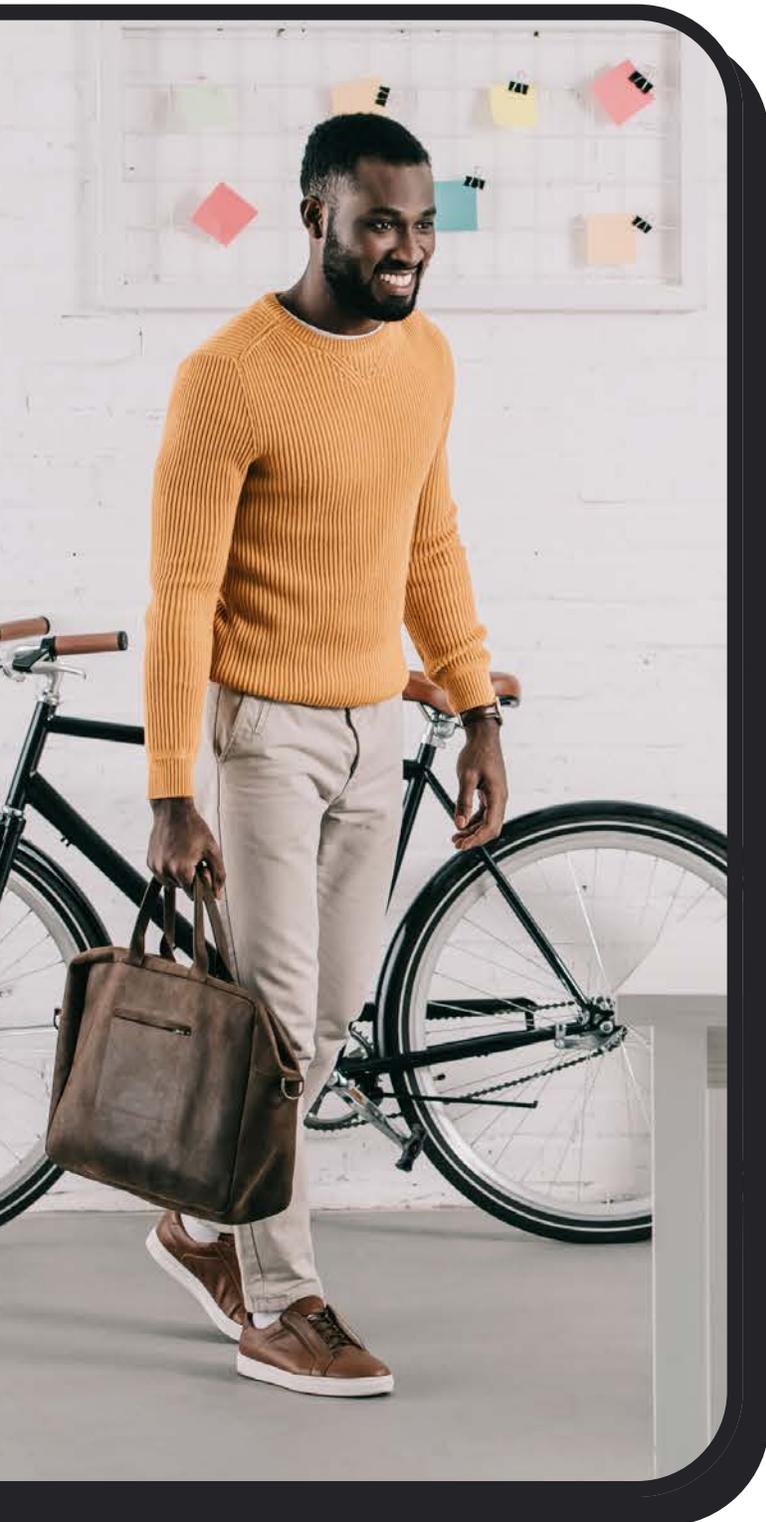
Start and stay in the cloud.

Use Box or Dropbox to store your files so you only have one copy in the organization rather than many different versions.

Give correct permissions.

If someone doesn't need admin or edit access to a file, give them view access. It's better to give too little access and then add some later than the opposite.

Determine naming conventions.

Keep names descriptive, but not too long. Avoid special characters and extra spaces— and above all, be consistent with your choices.

Use metadata.

Use metadata to search by the owner and uploader, created date, modified date, or size of the file.

Create Tags.

Create and apply tags to files and folders so you can find what you're looking for, fast.

Build a better Box

Becoming a digital minimalist is easier when you know
a few shortcuts, like these inside Box.

Collections

If the files you work on are buried deep in
a file structure, create a collection to make
them more accessible. If you share a file
link in a collection, the collection can't be
seen by recipients.

Notes

Notes are one of the repeat offenders when
it comes to scattering information in
unknown locations. Instead, create notes
right inside the folders you use every day or
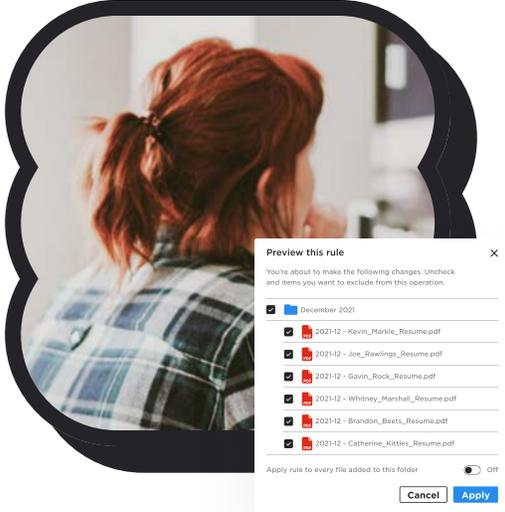add them to collections.
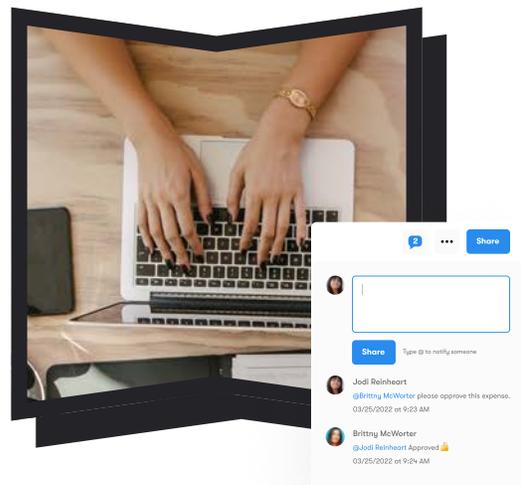
Expiration dates

When you're working with sensitive
information or files/folders you won't need
after a certain amount of time, set an auto-
expiration date to remove items completely.

Delve into Dropbox Business

Empower users to take advantage of the key integration
and automation features inside Dropbox.

Multi-file organize

Let Dropbox do the organizing for you with
Multi-File Organize, which automatically
organizes and groups files in a variety of ways,
like by inactivity date or keyword.

Automations

Automatically convert or sort files when they
are added to a folder. Options include "Files
added to a folder saved as PDFs", "Files
added to a folder are tagged", and more.
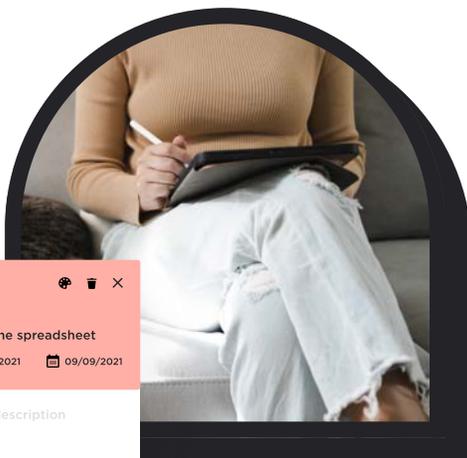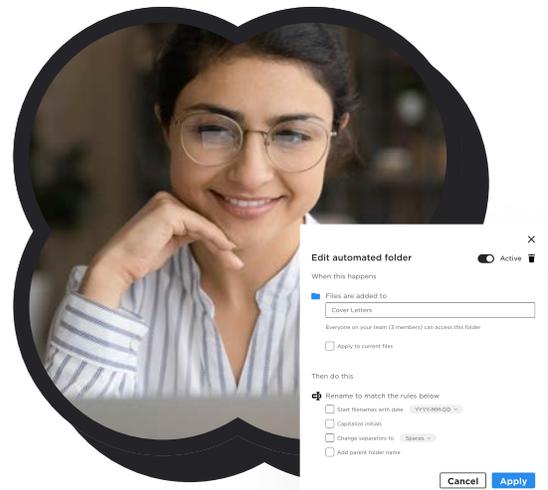
Notes with Dropbox Paper

Dropbox Paper is a powerful note-taking tool
with many customizable templates and a
presentation mode. Create and share with
those who need your notes!

**Get more helpful Box or Dropbox
tips from BrainStorm.**