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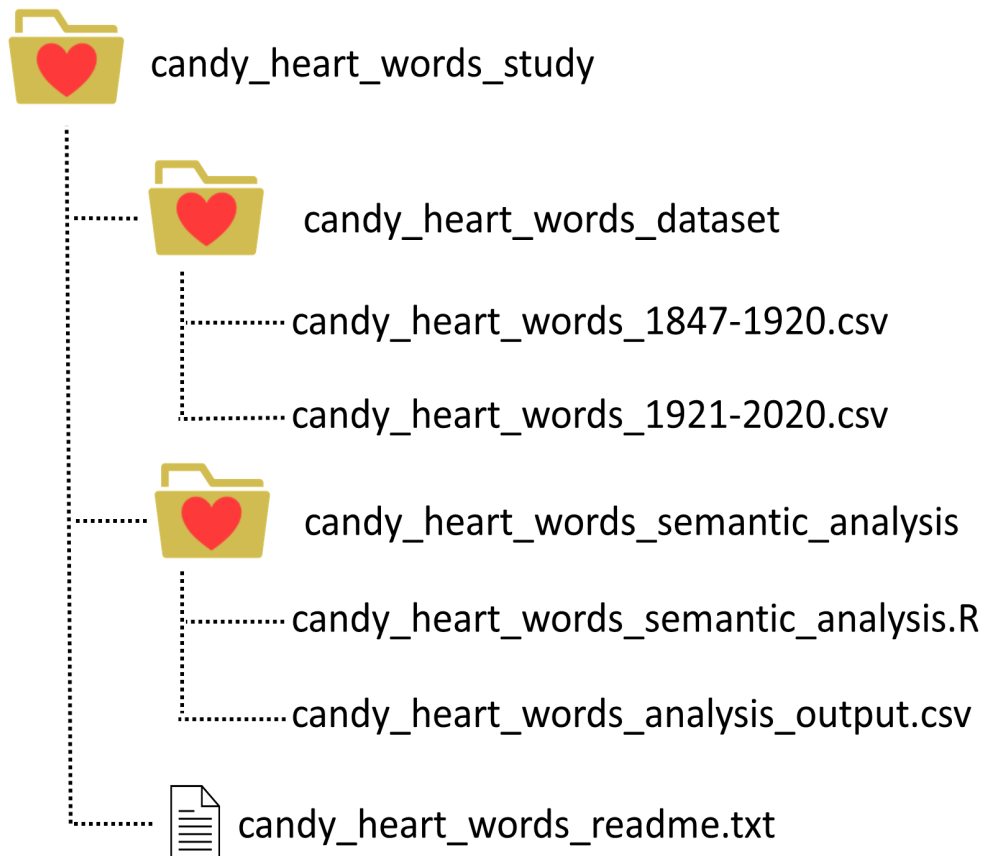
# DATA NUDGE

*A monthly reminder to manage your data*

{salutation}

This February, turn your affections towards your file directory. An organized file directory is simple in concept but challenging in practice. Set aside some time this month to evaluate your current digital file structure.

If your current file structure is working well for you, we would love to hear about it! [Email us](#) to let us know and you will get a special treat. If your files could use some reorganization, consider implementing one of the suggested schemes in your directory structure.



## Suggested Directory Schemes:

- ♥ By project   ♥ By date
- ♥ By course   ♥ By researcher
- ♥ By laboratory ♥ By dataset
- ♥ By specimen ♥ By data type

February 2022

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