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The Google Drive Trick Keeps My Files Perfectly Organized

As a professional writer, I know how important it is to keep my files organized. I've tried many different methods, but the Google Drive trick is the only one that has worked for me.

Here's how it works:

1. Create a new folder in Google Drive called "Drafts".

2. Move all of your draft files into this folder.

3. Now, whenever you create a new draft file, it will automatically be moved into the "Drafts" folder.

4. This means that you can always find your draft files in one place, and you can easily delete them when you're done with them.

5. This is a simple but powerful trick that will save you a lot of time and frustration.

6. I highly recommend this to anyone who works with a lot of files.

7. If you're interested in learning more about this trick, check out my blog post here.

Google Drive Tricks

Uchenna Ihekaire

A red circular graphic with a gradient, appearing as a partial circle or a stylized arrow pointing to the right, located to the right of the author's name.

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