

Organizing data folders with #5SDATA method

Raising awareness of data management with Data Cleaning Week campaign.

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#5sdata method

The 5S method is a five-step protocol for **workplace organization** originally developed in Japan (1). The method is a **lean tool** that aims to improve work efficiency and standardize protocols to sustain systematic organization (Fig. 1).

The University of Helsinki Data Support team adopted the method and organized a Data Cleaning Week (16–20 December 2019) with the aim of raising awareness about data management (2).

5S-DATA A lean tool for organizing and improving efficiency

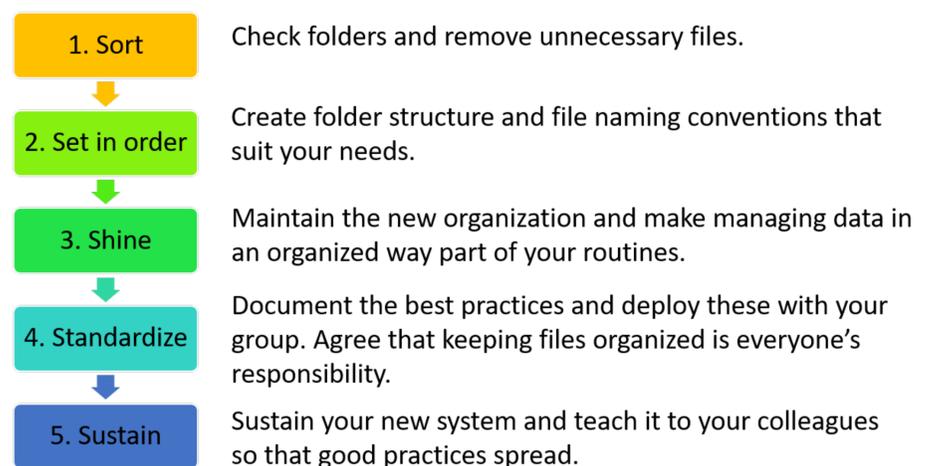


Figure 1: 5Sdata in a nutshell.

Data Cleaning Week

Data Cleaning Week challenged UH researchers, as well as staff and students, to review their data management routines. The data support team collected challenges and stories from the researchers for the Think Open blog (3).



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#5Sdata

Researchers were asked to follow and join Data Cleaning Week on Twitter by using the #5Sdata hashtag or by email. During the week researchers were urged to go through their data files and storages:

- Clean up directories and folders
- Name files wisely
- Destroy unnecessary data

Raising awareness about good data

It is easy to raise awareness about good data management with small campaigns such as Data Cleaning Week. Here are a few examples of how researchers participated in Data Cleaning Week with just a minor effort using the #5sdata-method:

“Choosing a clear enough small development target instead of complex entity, you can implement the 5s-method with a fairly small effort.”

“Even using only the first step of the 5s-method (Sort), you can free a lot of space in just half an hour.”

“I have started incorporating a fifteen-minute data cleaning workout in my everyday work in order to keep my files neat and tidy.”