

Digital Decluttering Checklist

Desktop & Laptop

- Clear Your Desktop:** Remove all unnecessary files and folders from your desktop.
- Create a Simple Filing System:** Organize the files you need to keep into clearly labeled folders.
- Delete Unnecessary Documents:** Go through your documents folder and delete any outdated or unnecessary files.
- Delete Unnecessary Downloads:** Go through your downloads folder and remove any files you no longer need.
- Delete Unnecessary Pictures:** Review your pictures and delete any you don't need to keep.
- Delete Unnecessary Other Files:** Go through any other files on your computer and delete any that are no longer needed.
- Organize Remaining Files:** Create a clear and intuitive file system for your remaining digital documents.
- Empty the Recycle Bin/Trash:** Don't forget to empty the recycle bin or trash after deleting files.

Email

- Unsubscribe from Newsletters:** Unsubscribe from newsletters that you no longer read or find valuable.
- Unsubscribe from Advertisements:** Unsubscribe from advertisements or other promotional emails that you no longer find useful.
- Delete Old Emails:** Go through your inbox and delete any unnecessary or outdated emails.
- Organize Important Emails:** Use folders or labels to organize important emails that you need to keep.

Software & Apps

- Uninstall Unused Programs:** Remove any programs on your computer that you no longer use.
- Uninstall Unused Apps:** Remove any apps on your smartphone that you no longer use.
- Update Software:** Make sure all your remaining software is up to date.

Smartphone

- Clean Up Contacts:** Go through your list of contacts and delete any outdated or unnecessary entries.
- Review Photos:** Review the photos on your phone and delete any unnecessary ones.

- Backup Important Photos:** Backup important photos to a cloud service or external hard drive.
- Clear Browser History:** Clear your browser history to keep your phone running smoothly.
- Clear Cookies:** Clear your cookies to avoid unnecessary data buildup on your phone.

Social Media

- Unfollow Unnecessary Pages/Accounts:** Review the accounts you're following on social media. Unfollow or mute any that no longer serve you or bring you joy.
- Update Privacy Settings:** Regularly review and update your privacy settings on all social media platforms.
- Delete Old Posts:** If necessary, delete any old posts that no longer represent you or your current life.

Cloud Storage

- Organize Files in Cloud Storage:** Just like your physical computer, your cloud storage should be organized and free of unnecessary files.
- Delete Unnecessary Files in Cloud Storage:** Delete any files in your cloud storage that you no longer need.
- Review Sharing Settings in Cloud Storage:** Make sure you're only sharing files and folders with the appropriate people.

Security

- Update Passwords: Regularly update your passwords.** Consider using a password manager to keep track of them all.
- Run a Security Scan:** Use your preferred security software to run a scan and ensure there's no malicious software on your computer.

Digital Wellbeing

- Set Screen Time Limits:** Review the amount of time you're spending on your digital devices. Set limits or schedule downtime to ensure you're not spending excessive time on these devices.
- Clean Physical Devices:** Regularly clean your physical devices such as your computer keyboard, phone screen, and mouse, which can become cluttered with dirt and germs.

While this list is not something that will be completed in one sitting, in its entirety, this checklist can help streamline your digital life, making your digital spaces as clutter-free and organized as your physical ones. Remember to do digital decluttering periodically to maintain a clean digital environment.