

# Seven Day Digital DECLUTTER CHALLENGE

DAY 1

## Assess Your Digital Environment

Before you begin, take a quick snapshot of your digital life: screenshot your phone's home screen and your computer's desktop. Tally up those unread emails and pinpoint your top 3 digital frustrations. Which device stresses you out the most? Lastly, set 1-3 clear goals for this declutter challenge.

DAY 2

## Phone Basics Cleanup

Start by deleting 5-10 apps you rarely use and silencing notifications for the rest. Then, tackle your photo library by removing at least 20 screenshots or unnecessary pictures. Organize your remaining apps into folders that make sense to you, and finally, consider switching to a simple, calming wallpaper for a more peaceful home screen.

DAY 3

## Email Quick Wins

Unsubscribe from 5-10 promotional emails, then create 3 folders: "Action," "Reference," and "Archive." Set up a filter to auto-sort new mail. Spend 30 minutes processing old emails with the "touch it once" rule, and disable email notifications.

DAY 4

## Computer Organization

Start by clearing unnecessary files and shortcuts from your desktop. Create a simple folder system to organize your main projects and then spend 15 minutes tidying up your downloads folder. Next, remove any browser extensions you don't regularly use. Finally, ensure your most important files are safely backed up to the cloud.

DAY 5

## Deep Dive on Your Biggest Pain Point

Choose one digital space to tackle today. If it's photos, spend 30 minutes organizing and backing them up. If it's passwords, set up a password manager for better security. For social media, audit who you follow and adjust your privacy settings. Lastly, if it's files, create a simple naming system for future documents to stay organized.

DAY 6

## Set Up Simple Maintenance Systems

To maintain your digital declutter, schedule 15 minutes each week for cleanup. Set up automatic backups for important files and create a simple checklist of regular maintenance tasks. Add calendar reminders for monthly digital checkups to stay on track. Finally, choose one area, like your email or desktop, to check and tidy daily.

DAY 7

## Create Your Digital Boundaries

To create healthier digital habits, set specific times for checking email and social media. Enable "Do Not Disturb" hours on your devices for uninterrupted sleep and focus. Designate one digital-free zone in your home, like your bedroom. Schedule one day a month for a deeper digital declutter. Finally, take a moment to reflect on what you've accomplished this week.