



# Digital Declutter Checklist



## PHONE

- Delete unused apps
- Organize remaining apps into folders
- Turn off non-essential notifications
- Clear old photos and screenshots
- Set up screen time boundaries



## EMAIL

- Unsubscribe from promotional emails
- Create a simple folder system
- Set up basic filters
- Process emails at scheduled times
- Use the "touch it once" rule for new messages



## COMPUTER

- Clear desktop clutter
- Organize downloads folder
- Create a simple file naming system
- Set up cloud backup
- Remove unnecessary browser extensions



## DAILY HABITS

- Check email at set times only
- Delete unneeded photos immediately
- Use the 2-minute rule for quick digital tasks
- Clear browser tabs at day's end
- Be intentional about screen time

