

# DIGITAL DECLUTTERING

## checklist

### Before you start

Back up data

### Computer

Uninstall unused software

Clear temporary files

Organize file structure

Update software

Delete unnecessary or redundant media files

Delete old web browser bookmarks

Delete browsing history

Delete unused web browser extensions

### E-mail

Unsubscribe from irrelevant newsletters

Use folders and labels for e-mail organization

Set up filters

Delete unnecessary e-mails

Schedule sessions to delete or archive emails

### Phone

Uninstall unused apps

Organize home screen

Clear cache

Review and delete photos

Delete old and unnecessary messages

Delete old contacts

Delete old or irrelevant notes

Unfollow accounts on social media

Review and turn off notifications

Delete old and unwanted files