

# The Digital Declutter Checklist

Work through one section at a sitting — not all at once. Decluttering your digital life is the same as decluttering a room: you're deciding what deserves your attention, and gently letting go of the rest.

## Your Phone

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- Delete every app you haven't opened in 30 days
- Move social & news apps off the home screen (*or off the phone*)
- Keep one home screen — tools only, no feeds
- Switch the display to grayscale for one week
- Set a calm, plain wallpaper
- Log out of any app you keep "just in case"

## Notifications

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- Turn off all badges (*the little red numbers*)
- Allow banners only from real humans — calls & messages
- Silence every app's "we miss you" marketing pings
- Schedule Do Not Disturb for your evenings
- Remove email from instant notification entirely

## Your Inbox

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- Unsubscribe from 10 newsletters you never read
- Archive everything older than one month (*yes, all of it*)
- Create one folder: "Needs a reply" — nothing else
- Turn off promotional tabs / smart inbox clutter
- Pick two times a day to check email — write them here:

## Subscriptions & Accounts

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- List every paid subscription — cancel the ones you forgot
- Delete accounts on platforms you quietly left years ago
- Unfollow accounts that leave you worse than they found you
- Mute group chats that are noise, not connection
- Review app permissions — location, mic, contacts

# Files, Photos & Keeping It Clear

## Files & Desktop

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- Clear your desktop to zero — everything into folders
- Empty the Downloads folder (*delete or file, nothing stays*)
- Build one simple folder tree — broad categories, shallow depth
- Delete duplicate and "final\_v2\_FINAL" files
- Close every browser tab; bookmark the three that matter
- Back up what's left — one external drive or cloud copy

## Photos

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- Delete screenshots — they were never memories
- Keep one photo per moment; let the other nine bursts go
- Make one album of true favorites
- Print ten photos you love — put them somewhere real

## Keep It Clear — Weekly

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- Ten-minute Friday sweep: desktop, downloads, screenshots
- Unsubscribe from anything new that snuck in
- Return social apps to their drawer if they crept back

## Keep It Clear — Monthly

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- Re-run the phone page of this checklist
- Review subscriptions on your bank statement
- Ask once: "What did I add this month that I don't need?"

### THE ONE RULE

Declutter toward something, not just away from noise. Every app you remove is an evening, a walk, or a paper page you get back. Fill the space on purpose.

DONE — WHAT I WANT TO DO WITH THE TIME I JUST RECLAIMED

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