

BusinessWomen

Digital Declutter Checklist

Declutter your digital space, boost productivity, and start fresh!

Section 1: Email Cleanup

- Unsubscribe from newsletters you no longer read.
- Create filters & labels for important emails.
- Delete or archive old emails that no longer serve you.
- Set up canned responses for frequently asked emails.
- Empty the spam and trash folders.

Section 2: Desktop & Files Organization

- Delete unused files and folders from your computer.
- Organize important documents into labeled folders.
- Backup essential files to a cloud service or external hard drive.
- Clear out your downloads folder.
- Remove duplicate files and outdated documents.

Section 3: Smartphone Declutter

- Delete unused apps to free up storage.
- Organize apps into folders for easy access.
- Turn off unnecessary notifications to reduce distractions.
- Clear out old messages and voicemails.
- Back up photos and videos to a cloud service.

Section 4: Social Media Reset

- Unfollow accounts that don't add value to your life.
- Update your bio and profile information.
- Remove old posts that no longer align with your brand.

- Clean up saved posts/bookmarks.
- Set time limits for social media usage to maintain balance.

Section 5: Digital Calendar & Task Management

- Delete past events that are no longer relevant.
- Set up recurring reminders for important tasks.
- Organize your calendar by priority (work, personal, self-care).
- Sync calendars across devices for easy access.
- Use a task management tool (e.g., Trello, Notion, Asana) for efficiency.

Section 6: Password & Security Check

- Update weak or duplicate passwords using a password manager.
- Enable two-factor authentication for extra security.
- Remove saved logins from shared/public devices.
- Review app and website permissions to protect your data.
- Delete old accounts you no longer use.

Section 7: Digital Mindfulness & Habits

- Set daily screen-free time to disconnect and recharge.
- Schedule 2x phone-free walks a week
- Set up "Do Not Disturb" hours for better focus.
- Create a habit of monthly digital decluttering to stay organized.
- Remove unnecessary widgets or shortcuts from your devices.

A digital declutter starts with an awareness of the role that social media and technology play in your life, a deep reflection of your habits, and then an effective digital declutter.

How to Do a Digital Declutter to Find Focus (According to Cal Newport)