




# DIGITAL DECLUTTER CHECKLIST

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- ☐ Back up important data
  - ☐ List all devices and platforms
  - ☐ Delete unused apps
  - ☐ Rename and sort files into folders
  - ☐ Clean up inbox
  - ☐ Organize photos
  - ☐ Clear browser bookmarks
  - ☐ Review cloud storage
  - ☐ Simplify social media
  - ☐ Update passwords
  - ☐ Empty trash bins
  - ☐ Schedule future digital detoxes
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