

# The Digital Declutter Checklist

One weekend, four short sessions, a calmer mind. Print this page, keep it next to your coffee, and tick off each step as you go.

MY PROGRESS



00

## Before you start

FRI EVENING · 20 MIN

- ☐ Block four sessions in my calendar
- ☐ Back up photos, contacts and files
- ☐ Charge phone, laptop and tablet
- ☐ Write down my "why"
- ☐ Make a cozy drink + playlist
- ☐ Keep this page where I can see it

01

SATURDAY MORNING

1.5-2 HRS

## Phone

- ☐ Delete apps I haven't opened in 30 days
- ☐ Keep only essentials on my home screen
- ☐ Turn off nonessential notifications
- ☐ Delete screenshots, duplicates and blurry photos
- ☐ Set up Work, Sleep and Personal Focus modes

02

SATURDAY AFTERNOON

1.5-2 HRS

## Inbox

- ☐ Search "unsubscribe" and clear newsletters
- ☐ Archive emails older than 3 months
- ☐ Create 3-4 simple folders
- ☐ Add filters for receipts and newsletters
- ☐ Reply, file or delete what's left

03

SUNDAY MORNING

1.5-2 HRS

## Social feeds

- ☐ Unfollow accounts that drain me
- ☐ Mute where unfollowing feels awkward
- ☐ Follow accounts that inspire and teach
- ☐ Leave groups and channels I don't need
- ☐ Set daily time limits for social apps

04

SUNDAY AFTERNOON

1.5-2 HRS

## Computer & cloud

- ☐ Move desktop files into one "To Sort" folder
- ☐ Empty the Downloads folder
- ☐ Create a simple folder system
- ☐ Close old tabs and tidy bookmarks
- ☐ Start using a password manager

## Keep it clean

SMALL HABITS, EVERY WEEK

- ☐ 15-minute Sunday reset
- ☐ One app in, one app out
- ☐ Monthly screen-time check
- ☐ Phone sleeps outside the bedroom

## How I feel after my reset

\_\_\_\_\_

\_\_\_\_\_

Completed on: \_\_\_\_ / \_\_\_\_ / \_\_\_\_