

Digital Decluttering Checklist

Use this checklist to declutter your digital world. Clear out emails, messages, social media, photos, music, apps, documents, and browser data to start with a clean slate and refresh your digital space.

email

- ☐ Clear out your inbox by deleting or archiving emails.
- ☐ Unsubscribe from newsletters you skip over.
- ☐ Organize emails into folders or use labels.
- ☐ Set up filters to sort your emails automatically.

messages

- ☐ Delete or archive old message threads and chats.
- ☐ Leave group chats you're no longer active in.
- ☐ Delete photos and videos from others to free up space.

social media

- ☐ Turn off all notifications except the essential ones.
- ☐ Unfollow or mute accounts that don't bring you value.

photos and videos

- ☐ Remove duplicates and blurry shots.
- ☐ Delete old screenshots you don't need.
- ☐ Organize photos into albums or folders.

podcasts and music

- ☐ Unfollow podcasts and artists you've outgrown.
- ☐ Delete downloaded songs and episodes you don't listen to.

apps and software

- ☐ Uninstall apps and widgets you never use.
- ☐ Update or remove outdated programs and software.
- ☐ Update old or weak passwords.

files and documents

- ☐ Tidy up desktop icons and shortcuts.
- ☐ Delete old and unnecessary documents.
- ☐ Clean out the Downloads folder.
- ☐ Empty the Trash bin.
- ☐ Organize remaining files into folders.
- ☐ Delete empty folders.
- ☐ Archive or delete completed projects.
- ☐ Delete unnecessary auto-saved versions of documents.
- ☐ Remove temporary notes and reminders.

browser and online activity

- ☐ Close tabs you don't need.
- ☐ Delete unused bookmarks and favorites.
- ☐ Remove browser extensions you don't use.
- ☐ Clear cache and cookies.
- ☐ Revoke permissions for apps and sites you don't use.
- ☐ Cancel subscriptions you don't use.
- ☐ Delete accounts on websites you no longer visit.

