

# Hit Refresh Minimalism – Digital

A checklist for a lighter, intentional,  
distraction-free life

# Digital Minimalism



A zero-fluff checklist to declutter your digital life



Best used: Saturday mornings with coffee ☕

Inspired by Cal Newport | Matt D'Avella | r/DigitalMinimalism

# Why Digital Minimalism?



Less digital noise



More focus and control



Better mental space



Ask yourself: Is this tool helping—or hijacking—my attention?

# Step 1 – Set Intentions



Before decluttering, define your why:

- What matters most?
- What do you want less of?



Rule: If it doesn't serve your values, delete it.

# Step 2 – Inventory Everything



Audit all digital spaces:

- Laptops / Phones / Cloud / Drives
- Email inboxes
- Apps & subscriptions
- Social media accounts



Target: Fit private life into 32 GB



Public files? Store on cloud/laptop, not phone.

# Step 3 – Ruthless Cleanup



Files:



Delete duplicates, old PDFs, tutorials



Sort by theme: Work / Finance / Health



Apps:



Remove all but essentials (email, authenticator)



Social apps? Laptop only.

# Step 4 – Simplify Storage

 Keep it clean:

- Desktop = Empty
- Downloads = Temporary
- Photos & docs = Backed up monthly

 Goal: All digital life < 512 GB

(Yes, including those 2012 vacation photos!)

# Step 5 – Inbox & Notifications



## Emails:

- Inbox Zero = Peace
- Unsubscribe aggressively
- Use folders + filters



## Notifications:

- ON = Work essentials
- OFF = News, Likes, Endless pings



# Step 6 – Digital Hygiene



## Passwords:

- Use a password manager
- Close accounts you haven't used in 6+ months



## Browser:

- Clean history, cookies, and old bookmarks
- Bookmark bar = only current needs

# Step 7 – Weekly Rituals



## Your Saturday Morning Refresh



Backup files



Clean desktop



Review screen time



Delete unused apps



Inbox Zero moment



Takes 30 mins. Feels like digital therapy.

# Step 8 – Boundaries + Detox

 30-Day Digital Reset

 No optional tech

 Reintroduce tools only if essential

 Try:

- Grayscale phone
- Internet-free mornings
- Digital Sabbath once/week

# Final Thoughts

Minimalism ≠ less tech.

It's about intentional tech.



Let your digital life:

- Fit in a single 32 GB pen drive
- Be manageable in one weekend
- Support your real goals, not sabotage them



Ready to Hit Refresh?