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Hit Refresh: Minimalism: Digital

A series of checklists inspired by Cal Newport, Matt D'Avella, and my own practices

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Yogesh Haribhau Kulkarni (PhD)

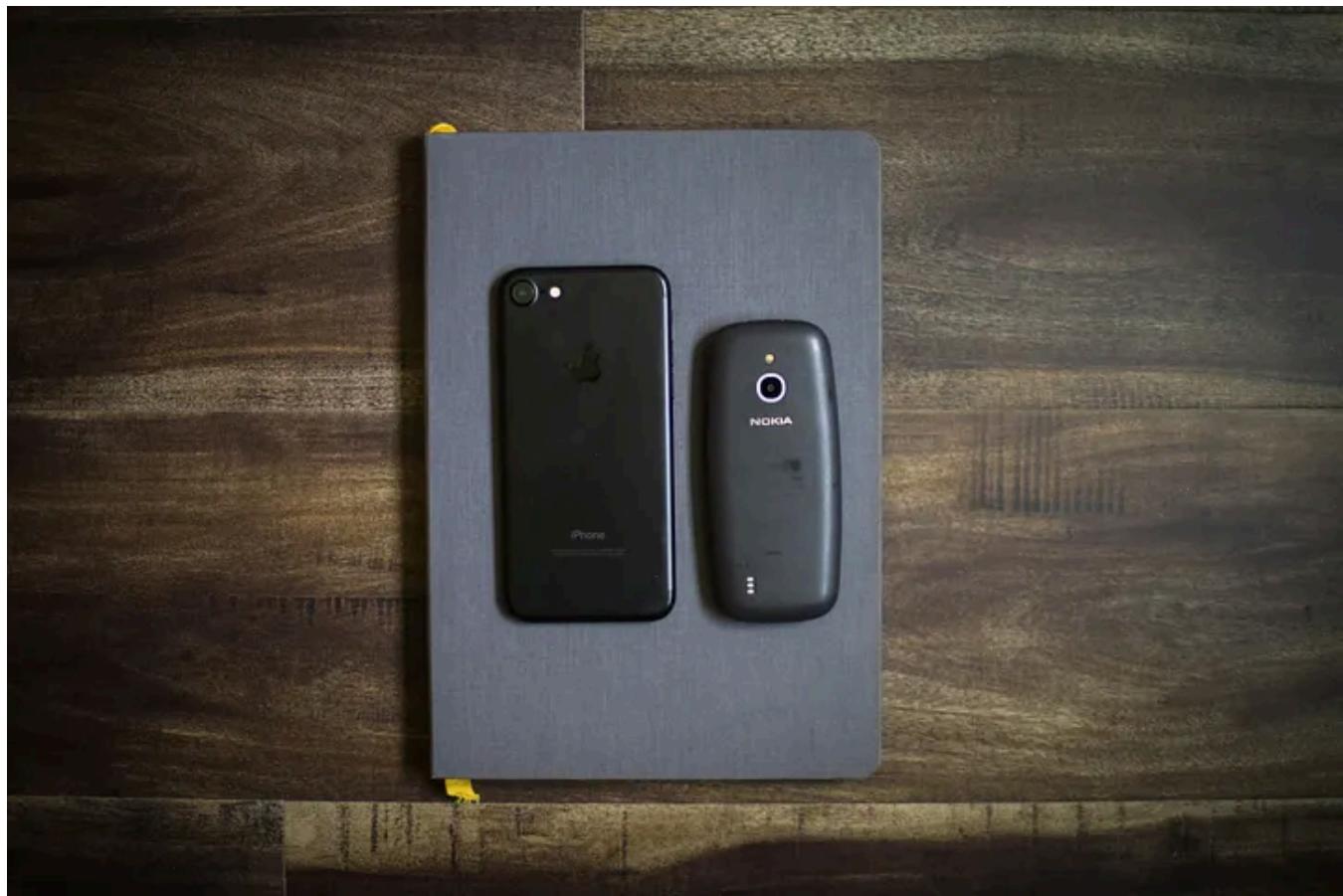
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🎯 Define Your Intentions & Rules

- Write your “why”: Why minimal digital life? Better focus, less anxiety, more deep work.
- Set values-based rules: Ask: *Is this tool truly essential?*

- **Define limits:** e.g. no social apps on mobile; only essentials under 32 GB; email on laptop only.
- **Decide your Digital Sabbath:** one day/week offline or “pretend internet is broken” during meals.

Digital Audit: Inventory & Triage

a) Devices & Storage

- **List all storage:** laptop, phone, cloud drives, external disks/pen-drives.
- For each, categorize **private vs public:**
- **Private (< 32 GB):** personal, passwords etc on all devices.
- **Public:** documents, entertainment; keep on laptop/cloud/backup only, not mobile.
- Mark files > 512 GB and archive off-site if needed.
- Delete duplicates, old tutorials, backups of content still online.
- **Review peripherals:** old device software, firmware, drivers, ghost files; clean into “digital waste”.

b) Accounts & Apps

- **List all online accounts,** cloud services, social logins.
- **Close unused accounts;** unsubscribe from emails & newsletters.
- Delete or deactivate **social media** apps on phone (if not essential).
- Unfollow celebrity/inactive accounts; keep following count ≤ 150 .

Declutter & Organize

a) Files, Desktop & Cloud

- **Empty Downloads, Trash, and Desktop.** Move essential files to organized folder structure (Personal / Work / Money, etc).
- Use consistent file naming and theme folders.
- Backup essential files to cloud and external drive.

b) Email & Inbox

- Aim for zero-inbox: respond/archive/delete daily.
- Categorize emails into folders: Personal, Work, Money, etc.
- Create filters or use tools to auto-unsubscribe and auto-clean.

c) Phone App Cleanup

- Delete unused and “just-in-case” apps.
- Only keep email, essentials (authenticator, banking, alarm).
- Turn off notifications except calls/messages/calendar.
- Review data: clear old notes, old media, playlists, cached data.

d) Browser & Bookmarks

- Clean bookmarks: use folders like Work/Entertainment/View-later; optionally hide names to keep only icons.
- Clear browsing history and cookies monthly.

Habit Design & Ongoing Maintenance

- Install Digital Wellbeing or Screen Time tools; set daily usage limit (e.g. < 2 hours).
- Use grayscale/monochrome mode when focusing to diminish visual lure.
- Block social media & entertainment on phone; use only on laptop (if at all).
- Schedule regular check-ins:
 - Daily: quick inbox triage (10 min).
 - Weekly (Saturday morning): storage review, backup, delete junk.
 - Monthly: review accounts, subscriptions, devices, bookmarks.

Digital Detox & Reset

- Do a 30-day digital declutter: remove all optional apps and use only core tech. Reintroduce selectively after.

- Plan offline activities: walks, hobbies, solitude journaling in lieu of screentime.
- Try phone-free meals, mornings offline, or full digital Sabbath once a week.

Security & Privacy Hygiene

- Use a password manager to generate/store only essential logins.
- Regularly review two-factor authentication, close old sessions.
- Remove apps/accounts tracking non-essential data.

Sustainable Boundaries

- Block screen time early morning and before bed.
- Stick to a work-free evening: separate work and rest.
- During deep-work, put phone away completely.

Sample Morning Review — “Saturday Refresh”

- Backup personal files to cloud & 32 GB pendrive (private only).
- Empty trash/downloads; delete obsolete files.
- Zero-Inbox your email.
- Delete unused apps; review mobile space.
- Clean desktop & browser history.
- Review digital wellbeing stats.

Reminder tagline: “Your digital life should fit in a 32 GB stick (private) and a few essential cloud folders — nothing more.”

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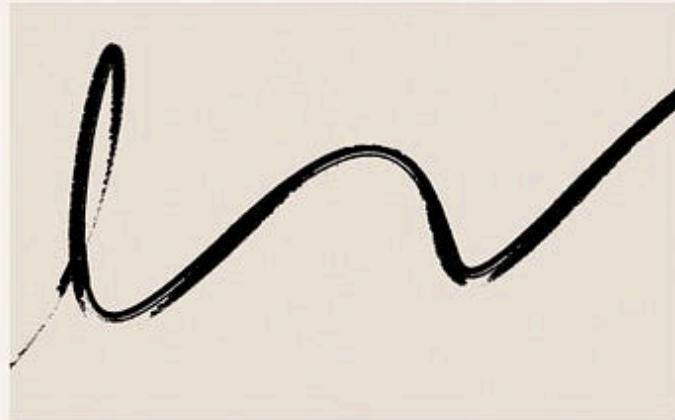
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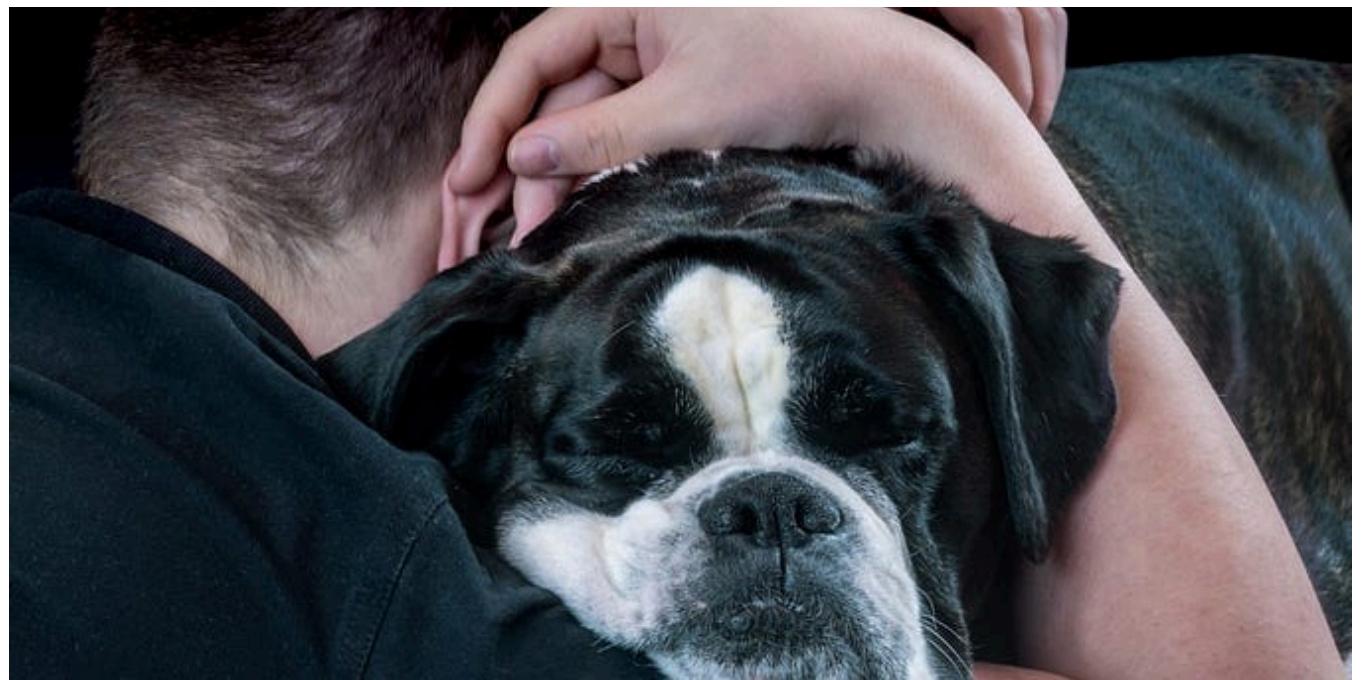
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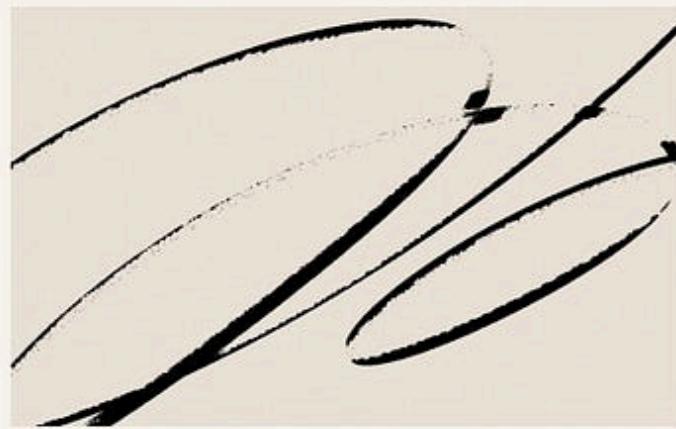
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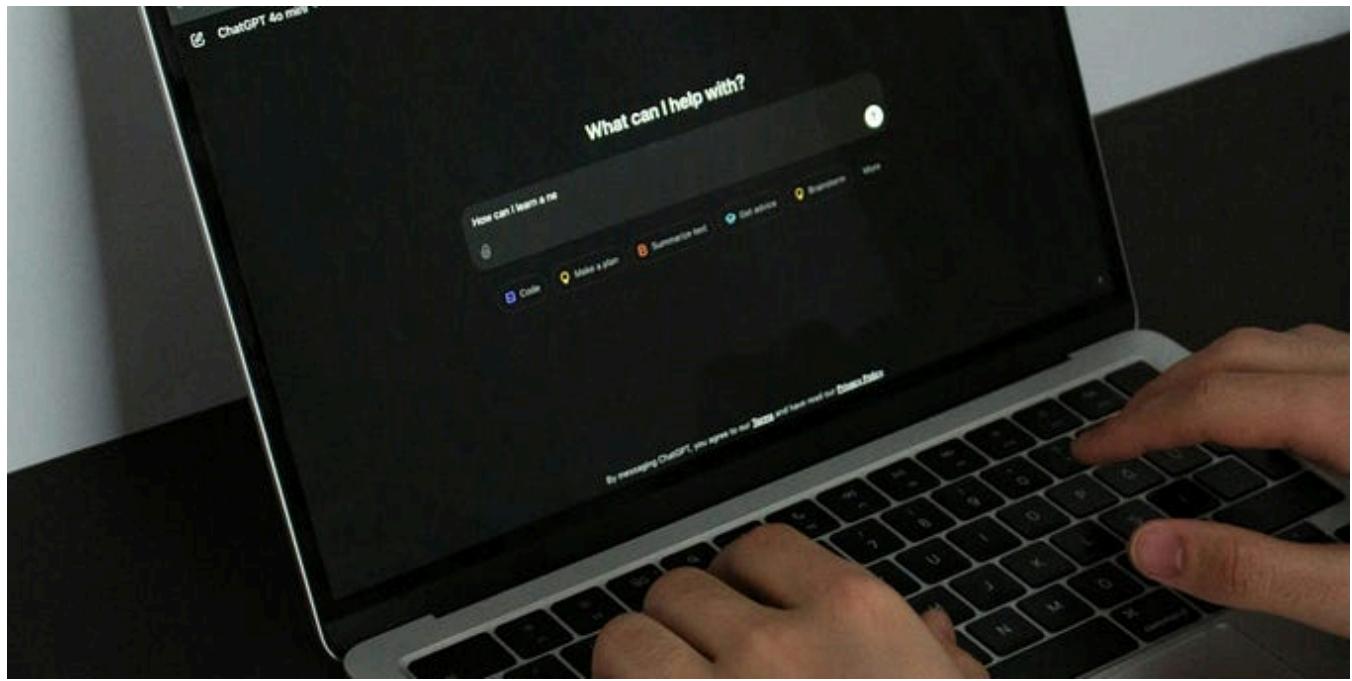


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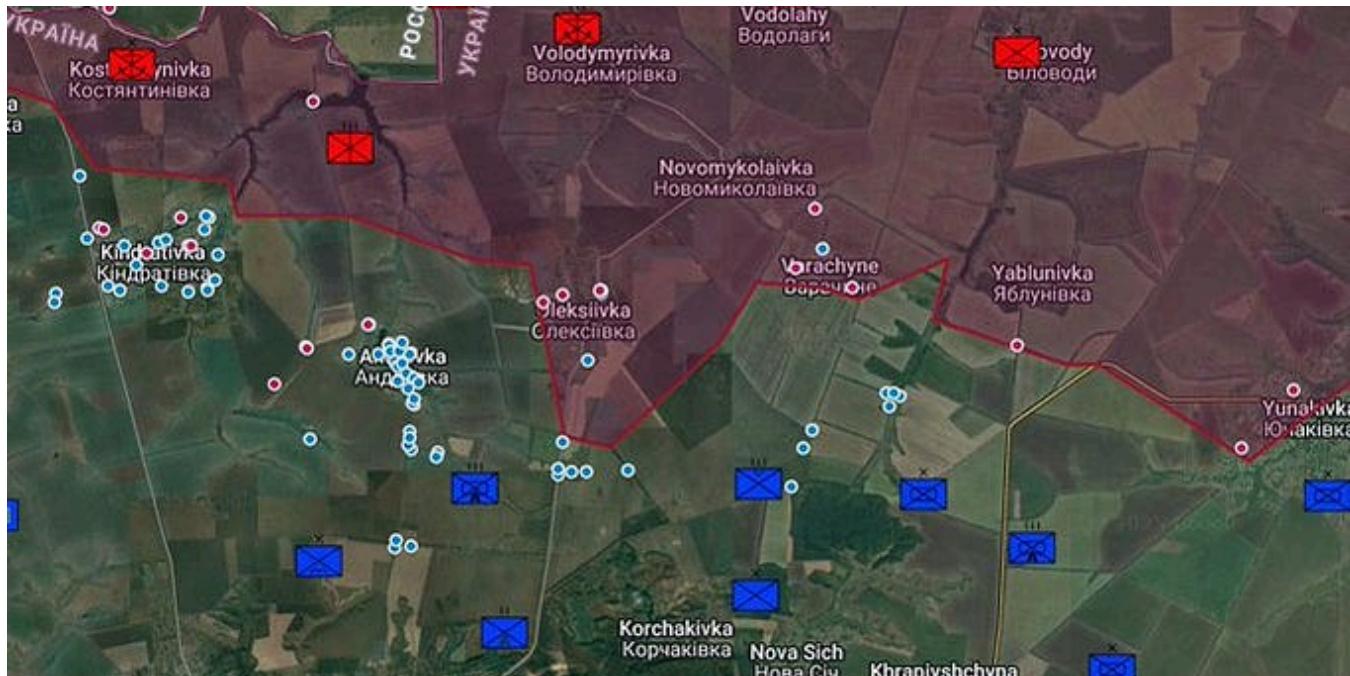


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