

10

DECLUTTER YOUR DIGITAL WORLD CHECKLIST

1

DESKTOP ICONS

Remove as many icons from your desktop as possible. It is the equivalent of working at a cluttered desk.

2

EMAIL AND INBOX

If you can respond to an email within 3 minutes, then do it right away. If not, move it to a "Read / Respond Later" folder.

3

UNSUBSCRIBE

Unsubscribe to newsletters, information, advertisements and alerts that are no longer meaningful to you.

4

ARCHIVE DOCUMENTS

If you are unsure or need to keep them, then create and store documents in an "Archive" folder.

5

BOOKMARKS

Delete bookmarks that are no longer needed.

6

PICTURES

Delete pictures that serve no purpose. Remove them from your camera or phone before uploading to your computer.

7

SOCIAL MEDIA

Allow notifications to be less frequent or turned off for the ones accounts you don't want to, have to or need to see immediately.

8

TV - MOVIES - MUSIC

No need to save these saved on your computer. Connect with your phone or USB.

9

CELL PHONE APPS

Once in a while, go through the apps on your phone and delete those you no longer like, use or need.

10

SOFTWARE

Uninstall programs on your computer to free up space on your hard drive. Don't just delete. Uninstall.