

Digital declutter

COMPUTER

- Organize everything into folders and subfolders
- Back up frequently on external hard drives
- Back up really important things on a cloud service
- Clean up your desktop
- Empty your downloads folder
- Uninstall unused programs and apps
- Empty your SD cards
- Empty your trash
- Delete old notes & documents

EMAILS

- Unsubscribe from newsletters
- Organize all your emails into folders and subfolders
- Add labels & colors
- Delete unnecessary emails

PHONE

- Delete old contacts
- Delete photos, videos & screenshots that you don't need
- Change your notification settings

SOCIAL MEDIA

- Unfollow/unfriend people that don't have a positive impact on you
- Clean up your Youtube 'Watch Later' page
- Organize your browser bookmarks
- Clean up your browser extensions