

Digital Decluttering



Welcome to your April Mission!

Week 1: Email Management - Tackle your email accounts by unsubscribing from unnecessary emails, deleting old messages, and organizing the rest into new folders for a clearer inbox.

Week 2: Device Cleanup - Clean your devices physically and digitally by organizing bookmarks, deleting unused downloads and apps, and optimizing storage settings.

Week 3: Phone Notifications - Streamline your phone notifications and create a less cluttered and more focused digital experience.

Week 4: Desktop Organization - Streamline your desktop by removing unused files and folders, updating your background, and emptying the trash bin to set yourself up for ongoing digital tidiness.



Digital Decluttering

WEEK 1:

EMAIL



Welcome ^①

Welcome to our 4-week Digital Decluttering. Keep this resource nearby for easy reference.

Create a List ^②

Take note of all digital aspects cluttering your mind and causing overwhelm.

Email Audit ^③

Assess your inbox for cluttered backlogs, neglected folders, and lingering junk accounts.

Strategize ^④

Define your ideal inbox layout. Organize folders accordingly and purge any outdated ones.

Unsubscribe ^⑤

Consider unsubscribing. Keep only the emails you genuinely engage with.

Delete ^⑥

Delete, organize, delete again. Just get it done. You'll feel lighter once it's done, we promise.

Implement ^⑦

Sort emails by action and category. Organize them into folders as they arrive.

Reward yourself for completing Week 1!



Digital Decluttering

WEEK 2:

PHONE



Uninstall Unused Apps ^①

Identify and remove apps you don't use regularly to free up storage and improve phone performance.

Disable Notifications ^②

Manage your attention by turning off unnecessary notifications.

Organize Home Screen ^③

Group apps into categories on your home screen for easier access and a cleaner look.

Manage Emails ^④

Unsubscribe from marketing emails and newsletters

Clean Up Photos ^⑤

Delete blurry or redundant photos and organize them by year and month to rediscover precious moments.

Close Browser Tabs ^⑥

Regularly close open browser tabs and bookmark important ones for later reference.

Maintenance ^⑦

Refresh your Phone with a thorough wipe .

Take a moment to unwind, reflect, and appreciate the satisfaction of being halfway through!



Digital Decluttering

WEEK 3:

PHONE NOTIFICATIONS



Assess ^①

Take stock of all the notifications you receive on your phone from various apps.

Prioritize ^②

Determine which notifications are essential and which ones are unnecessary or distracting.

Disable ^③

Disable non-essential app notifications in your phone settings to reduce distractions.

Customize ^④

For essential apps, customize notification settings to receive only the most important alerts.

Group ^⑤

Utilize notification grouping features on your phone to consolidate similar notifications and reduce clutter.

Set ^⑥

Set quiet hours to silence non-urgent notifications and reduce distractions.

Review ^⑦

Periodically review and adjust your notification settings to ensure they align with your current needs and preferences.

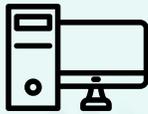
Indulge in some fun activities – you've earned it!



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WEEK 4:

Desktop Mastery



Desktop Cleanup ^①

Identify all photo storage locations on your computer.

Desktop Priorities ^②

Retain folders containing current or future-use files.

Personalize ^③

Refresh your desktop background with an image that brings joy.

Trash Cleanup ^④

Empty your computer's trash bin to free up space.

Reflect ^⑤

Review any overlooked areas and consider additional steps to declutter your digital space.

Schedule ^⑥

Schedule a recurring calendar reminder to maintain digital organization every 3 months.

Celebrate ^⑦

Share your Digital Decluttering journey!

100%

Congratulations on completing the journey!

