Digital Declutter Checklist

A printable, step-by-step checklist to tidy every corner of your digital life - one checkbox at a time.

How to use it: print this checklist, grab a pen, and work through one section at a time. Tick each box as you finish it.
One focused weekend is all it takes.

The Digital Clutter
thedigitalclutter.com

1. Email Inbox

- [ ] Unsubscribe from 10 newsletters you never open
- [ ] Delete or archive emails older than 1 year
- [ ] Create 3 folders: Action, Waiting, Archive
- [ ] Turn off non-essential email notifications
- [ ] Empty trash and spam

2. Computer Files

- [ ] Clear the desktop - every file gets a folder or the trash
- [ ] Empty Downloads (sort, file, or delete everything)
- [ ] Delete duplicate files
- [ ] Rename cryptic files (IMG_0042.jpg -> beach-trip-2024.jpg)
- [ ] Back up important files (3-2-1 rule: 3 copies, 2 media, 1 offsite)

3. Photos

- [ ] Delete blurry photos, duplicates, and accidental screenshots
- [ ] Merge duplicates (Photos app -> Albums -> Duplicates)
- [ ] Create albums by year or event (aim for 5-10 total)
- [ ] Favorite your best shots for easy finding
- [ ] Back up your photo library

4. Phone

- [ ] Delete apps you haven't opened in 3 months
- [ ] Clear out old text threads and voicemails
- [ ] Organize remaining apps into folders
- [ ] Review notification permissions - keep only essentials
- [ ] Delete downloaded podcasts, playlists, and offline maps you won't use

5. Social Media

- [ ] Unfollow or mute 20 accounts that don't add value
- [ ] Leave groups and pages you never engage with
- [ ] Review tagged photos and posts
- [ ] Tighten privacy settings on each platform
- [ ] Delete accounts on platforms you no longer use

6. Passwords & Security

- [ ] Run a password audit - change reused or weak passwords
- [ ] Turn on two-factor authentication everywhere it matters
- [ ] Remove old devices from your Apple, Google, and social accounts
- [ ] Revoke third-party app access you don't recognize

7. Subscriptions & Accounts

- [ ] Cancel subscriptions you forgot you're paying for
- [ ] Delete old online accounts you no longer need
- [ ] Consolidate: one note app, one cloud drive, one to-do list

Monthly 15-Minute Maintenance

- [ ] Empty Downloads and trash
- [ ] Unsubscribe from anything new that crept in
- [ ] Delete screenshots and merge photo duplicates
- [ ] Review new app installs - keep or remove
- [ ] Quick notification audit

You're Done!

Take a moment to enjoy it: an inbox you can actually read,
a phone that doesn't buzz every 40 seconds, files you can find.

Digital clutter grows back, so run the monthly 15-minute
maintenance checklist on the first Sunday of each month
and repeat the full checklist once or twice a year.

More guides at thedigitalclutter.com