

DIGITAL SORTS - DIGITAL DECLUTTER CHECKLIST

Helping you take control of your digital landscape...

INBOX & EMAIL

1. Unsubscribe from newsletters or promo emails you no longer read
2. Create folders or labels for priority messages
3. Set up filters to sort incoming emails automatically

MOBILE PHONE

1. Delete unused apps
2. Turn off notifications for non-essential apps
3. Organise remaining apps into folders

COMPUTER & FILES

1. Clean up your desktop, try removing all desktop items!
2. Create clearly labeled folders for important documents
3. Empty your downloads folder

SOCIAL MEDIA

1. Unfollow or mute accounts that don't bring value
2. Review who you're following and why
3. Turn off notifications you don't need

BACK UP & SECURITY

1. Back up key files to cloud storage or an external hard drive
2. Use a password manager to store and update all your login details

3. Enable two-factor authentication where possible

MONTHLY or QUARTERLY MAINTENANCE

1. Set a recurring reminder to review and clean up files
2. Archive or delete old documents and emails
3. Refresh your folders or file structure as needed

Want to clean this up together? Absolutely...Please book a free chat [HERE](#)