

# Digital Declutter & Minimalization Guide

## What Is Digital Clutter?

Essentially, it is disorganization and general “messiness” on your digital devices.

## Types of Digital Clutter



### Computer digital clutter

- Old files waiting to be deleted
- Numerous open tabs and windows
- Out-of-date software
- Overloaded desktops
- Full recycle bins



### Mobile digital clutter

- Unused apps
- Unneeded screenshots
- Unwanted notifications that are still turned on
- Excessive photos
- Too many browser tabs open



## Benefits of a Digital Declutter

- Clears up space
- Lowers stress
- Increases productivity
- Decreases cybersecurity threats
- Boosts device speed
- Helps the environment

## Digital Declutter Breakdown



### Documents & files

- Backup and mitigate all files using cloud-based storage services.
- Remove multiple versions of the same document or file.
- Create a detailed folder system for peak organization.



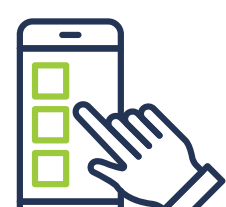
### Photos

- Move photos off your phone onto a computer or flash drive.
- Utilize an external hard drive if you have a large number of pictures.
- Sync your photos to a cloud service such as iCloud Photos or Google Photos.



### Email

- Use the “Archive” function on all messages to clear a full inbox quickly.
- Unsubscribe from products, campaigns and organizations you no longer use.
- Categorize folders or labels to stay organized going forward.



### Apps

- Get rid of pre-installed programs/apps on the device.
- Uninstall apps you no longer use.
- Organize remaining apps into folders based on categories.



### Social media

- Sort through old pictures to clean out your gallery.
- Transfer photos to a computer, cloud storage or flash drive.
- Limit who access to your pictures, who follows you and who you follow.



### Accounts & passwords

- Load existing account information into a reliable password manager service.
- Update any passwords that are weak or duplicated.
- Never use the same password across accounts/platforms.



### Web browsers

- Clean up your cache and clear away cookies.
- Click the “Clear Browsing Data” function to speed up browsers.
- Export your bookmarks to keep them safe then delete unneeded ones.

## Sustainable Practices for the Present and Future

- ✓ Clean out unneeded documents and files on a regular basis.
- ✓ Schedule follow-up actions on your calendar or create a to-do list.
- ✓ Download as few apps as possible to diminish screen time and device storage.
- ✓ Limit/turn off notifications in the device’s settings.
- ✓ Consider using multifactor authentication for important passwords/accounts.
- ✓ Utilize apps or task management tools designed to enhance digital organization.