

Date: _____

Name: _____

Digital Declutter Checklist



Phone Declutter (iPhone & Android Friendly)

- Delete apps you haven't used in the last 3-6 months
- Clear out old screenshots (they pile up fast!)
- Remove duplicate or blurry photos
- Create simple photo albums (Family, Trips, Pets, etc.)
- Turn off Notifications for apps that constantly ping you
- Clear your downloads folder
- Review app permissions (location, camera, microphone)
- Update your phone software for better performance

Laptop, Computer, or Tablet Declutter

- Clean your desktop-fewer icons = faster startup
- Delete or archive files in your Downloads folder
- Uninstall programs you no longer use
- Organize documents into simple folders (work, home, finances, photos)
- Clear your browser tabs, bookmarks, and cache
- Empty your Recycle Bin/Trash
- Update your antivirus or security settings
- Back up important files to OneDrive or Google Drive

Email Declutter (Gmail, Outlook, - all the same basics.)

- Unsubscribe from newsletters you never read
- Delete or archive old emails you don't need
- Create a few simple folders: Bills, Family, Work, Receipts
- Use the search bar to bulk-delete (e.g., "older than 1 year")
- Turn off promotional notifications on your phone
- Set up filters to automatically sort incoming mail.

Cloud Storage Declutter

(OneDrive, Google Drive, iCloud)

- Delete duplicate files or old versions
- Move photos into albums or year folders
- Remove random screenshots or downloads that synced from your phone
- Empty the cloud "trash" or "recycle bin" to free space
- Rename files so they're easier to find later
- Create a simple folder structure: Personal, Work, Finances, Photos, Projects

Photo Declutter Phone + Cloud

- Delete blurry, duplicate, or accidental photos
- Remove old screenshots
- Create albums for events or people
- Favorite your best photos so they're easy to find
- Back up photos to OneDrive, Google Photos or iCloud

Final Steps

Search YouTube videos for step by step walkthroughs:

- How to organize Google Drive
- How to clean up OneDrive storage
- (iPhone or Android) storage clean up tutorial