

DIGITAL DECLUTTER CHECKLIST

Computer Maintenance (___/___/___)

- ☐ Review current filing system
- ☐ Sort into clearly labelled folders
 - ☐ Desktop files
 - ☐ Document files
 - ☐ Video files
- ☐ Delete unused shortcuts on desktop
- ☐ Choose & install new desktop wallpaper
- ☐ Run anti-virus scan
- ☐ Empty recycling bin
- ☐ Set up a Trello board (or another system) with websites to look at, wish list items to buy that you're checking sales for, helpful tutorials you want to refer back to later, recipes to try or any other specific webpages you want to come back to in the future
- ☐ Set up (or clean up your existing) password log, or use a site like LastPass
- ☐ Deleted unused apps
- ☐ Wipe computer screen
- ☐ Use compressed air to clean keyboard
- ☐ Wipe computer keyboard
- ☐ Tag external hard drives with cord organizers
- ☐ _____
- ☐ _____

Cull files (___/___/___)

- ☐ Check storage menu of computer
- ☐ Temporary files
- ☐ Desktop
- ☐ Documents
- ☐ Photos
- ☐ Video files
- ☐ Downloads folder
- ☐ Risk disk file clean up
- ☐ Empty Recycling bin
- ☐ _____
- ☐ _____

Inbox Maintenance (___/___/___)

- ☐ Delete emails you're never going to look at again e.g. expired catalogues, sales, newsletters from more than a year ago
- ☐ Delete emails from spam / junk folder
- ☐ Delete emails from deleted folder
- ☐ Inbox zero
- ☐ Set up folders in your inbox e.g. bills, kids, school
- ☐ Inbox rules for automatic filing
- ☐ Unroll me to reduce email subscriptions
- ☐ Switch to email bills
- ☐ Deleted contacts no longer needed
- ☐ Link backup email address in case account is hacked
- ☐ _____
- ☐ _____

Social Media (___/___/___)

- ☐ Unfollow Instagram accounts that no longer interest you
- ☐ Unsubscribe from YouTube accounts that no longer interest you
- ☐ Clean up Pinterest boards
- ☐ Leave Facebook groups
- ☐ Unfriend people on Facebook you're no longer in contact with
- ☐ Check privacy settings on social media
- ☐ _____
- ☐ _____

Workspace (___/___/___)

- ☐ Wipe down desk
- ☐ Store all computer equipment (cords, external hard drives, batteries for mouse etc.) in one place such as a box or drawer
- ☐ Recycling bin & rubbish bins within reach of desk

Internet Browser (___/___/___)

- ☐ Close tabs haven't accessed recently
- ☐ Pin favorite tabs
- ☐ Organize bookmarks into folders
- ☐ Delete bookmarks you no longer access
- ☐ Clear web browser history
- ☐ Clear browser cache
- ☐ _____
- ☐ _____

Organizing Photos (___/___/___)

- ☐ Review current filing system
- ☐ Organized by year, month, whose camera the photos are from, event or SD card #
- ☐ File backup complete
- ☐ Duplicate or 'bad' photos (e.g. blurry) deleted
- ☐ Deleted photos deleted from the recycle bin on your computer
- ☐ _____
- ☐ _____

File backups (___/___/___)

- ☐ Photos
- ☐ Videos
- ☐ Documents
- ☐ External backup drive 1
- ☐ External backup drive 2
- ☐ Cloud storage
- ☐ _____
- ☐ _____

Printer maintenance (___/___/___)

- ☐ Printer clean
- ☐ Print head alignment
- ☐ Order small quantity of inks
- ☐ Wipe all sides of the printer including the screen
- ☐ Environmentally dispose or donate empty ink tanks to a recycling centre
- ☐ _____
- ☐ _____

Phone (___/___/___)

- ☐ Software updates
- ☐ Check how much storage space is left on your phone
- ☐ Review your notification settings (Settings > Notifications)
- ☐ Close apps running in the background
- ☐ Delete unused apps
- ☐ Organize apps into folders
- ☐ Move frequently used apps to the 1st and 2nd screens
- ☐ Cull photos
- ☐ Sync phone with the cloud to automatically backup photos
- ☐ Backup photos to computer
- ☐ Backup photos to external hard drive
- ☐ Delete contacts that are no longer needed
- ☐ Delete completed tasks from the Reminders app
- ☐ Delete completed / no longer needed notes from the Notes app
- ☐ Backup Notes app
- ☐ Close internet browsers you no longer need
- ☐ Delete internet browser bookmarks you no longer need
- ☐ Set a recurring reminder to do a digital declutter once a month
- ☐ Empty trash folder on your phone
- ☐ Delete voicemail messages that are no longer needed
- ☐ Delete podcasts you've listened to, or you're no longer interested in
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Online file storage (___/___/___)

- ☐ Purge Dropbox folder
- ☐ Purge Google Drive folder
- ☐ Purge phone cloud storage folder

Blog (___/___/___)

- ☐ Review website load speed
- ☐ Check number of website visitors per month
- ☐ Check for broken links and update accordingly
- ☐ Answer or delete comments
- ☐ Review draft blog posts
- ☐ Delete uploaded but unused photos
- ☐ Backup blog
- ☐ Backup blog photos
- ☐ Update plugins
- ☐ Delete unused plugins
- ☐ Upgrade Wordpress
- ☐ _____
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Other (___/___/___)

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More tips for digital decluttering & organizing:

Printer maintenance:

<https://allaboutplanners.com.au/how-to-clean-your-printer-prevent-smudging-streaks-and-make-the-colors-pop/>

How to create a desktop wallpaper:

<https://allaboutplanners.com.au/make-personalised-screensavercomputer-laptop-wallpaperdesktop-background/>

How to batch rename files quickly

<https://allaboutplanners.com.au/how-to-quickly-rename-and-organize-your-digital-files-in-seconds-using-free-software/>

Inspired to make a photobook using all of the photos you've organized?

<https://allaboutplanners.com.au/how-i-plan-and-make-travel-photobooks-plus-download-my-workflow-printable/>

Things to plan digitally instead of on paper:

<https://allaboutplanners.com.au/the-3-things-i-plan-digitally-instead-of-using-pen-and-paper/>

How to organize receipts for tax time:

<https://allaboutplanners.com.au/how-to-organize-receipts-for-tax-time-digital-and-paper-filing-systems/>

Pen & paper versus digital: which is better for keeping track of your money?

<https://allaboutplanners.com.au/pen-and-paper-versus-digital-which-is-better-for-keeping-track-of-your-money/>

How to backup files on your computer or laptop (best and cheapest cloud storage software)

<https://allaboutplanners.com.au/backup-computer-files-best-cheapest-cloud-file-storage/> (contains affiliate links)

How to use Trello to plan your week:

<https://allaboutplanners.com.au/how-to-plan-your-week-using-trello-52-planners-in-52-weeks-week-11/>

For more planning tips, see these posts from my blog:

- [10 ways to save money when buying planner supplies](#)
- [How to organize your life using 1 simple spreadsheet in Excel \(plus free download\)](#)
- [52 Life admin tasks to add to your planner this year](#)
- [50 Tips for Getting the Most Out of Your Planner](#)
- [The 3 things I plan digitally instead of using pen and paper](#)
- [12 Solutions for when you run out of space in your planner](#)

WHERE YOU CAN ALSO FIND ME

Etsy shop: <https://www.etsy.com/au/shop/AllAboutPlannersshop>

YouTube channel: <https://www.youtube.com/channel/UCS-BDJTp4HVRbPoApDcl59w>

Online shop: <http://www.allaboutplannersshop.com.au/>

Digital paper shop: <https://www.etsy.com/au/shop/PaperCravings>

Ecourses: <http://buildabiggeronlinebusiness.teachable.com/courses>

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