

The Ultimate Digital Declutter To Do List

COMPUTER

- Clean your desk and leave only the essentials.
- Organize the wires or upgrade to wireless options.
- Wipe the dust off the hardware.
- Empty the contents of the Recycle Bin weekly.
- Uninstall rarely used programs.
- Remove unnecessary shortcuts on the Desktop.
- Check for software updates and install them right away.

FILES

- Delete duplicate files and empty folders.
- Upload vital pictures and documents to the cloud periodically.
- Move downloaded files to the correct folders so they don't pile up.
- Organize the folders using a logical system such as documents, pictures, and videos.
- Use a clear naming system for files for easy searches down the road.
- Back up to an external or jump drive or to the cloud on a regular basis.

MUSIC STREAMING SERVICES

- Modify playlists' privacy to make sure only the right people see them.
- Delete old playlists that no longer serve your current taste in music.
- Delete or move around individual songs that don't fit the playlists.
- Unfollow artists or playlists that you rarely listen to.

INTERNET

- Clear the browser history to eliminate unnecessary trackers, reduce bugs, and many more.
- Clear the cache and cookies to save space and speed up the browser.
- Delete bookmarks that are no longer needed.
- Organize the pages on the Favorites folder.
- Remove unused browser add-ons to save resources.
- Keep tabs to a minimum and close them before the day ends.
- Install a productivity extension like [Google Keep](#) or [Todoist](#) to keep track of your website visits and limit time-wasting.

CELLPHONE

- Scan the app list for unused items and delete right away.
- Place frequently used apps at the home screen for easy access.
- Gather infrequently used apps in folders by use, color, or other categories.
- Close background apps and browser tabs to prevent system slowdown.
- Use a file scanner to clear more space and avoid the need for costly upgrades.
- Remove contacts that you no longer recognize.
- Silence most types of notifications to eliminate distractions.
- Trim down your podcast subscriptions so you can focus and listen to what's left.

SOCIAL MEDIA

- Update your social media profiles with new info.
- Change your privacy settings based on your current comfort level.
- Block, mute, unfollow, or unfriend as you deem fit based on their content or your personal criteria.
- Remove uninteresting blogs from your reading list.
- Unlike pages and leave groups that don't serve your interests.
- Modify notification settings to minimize distractions.
- Organize YouTube playlists and cut unnecessary subscriptions.

IMAGES

- Delete photos with bad quality since they are basically useless.
- Delete images that you no longer remember as they serve no purpose.
- Discard pictures that don't bring joy or utility.
- Organize images by event, category, or date – whichever makes sense.
- Synchronize pictures in the PC and phone using automatic software.
- Move photos to a cloud service like Dropbox, cloud, or jump drives to save space.

PAID SUBSCRIPTIONS

- Drop subscriptions that eat up your budget without providing value.
- Make sure to cancel free trials before they expire and you get billed.
- Write down all your subscriptions and eliminate those you no longer like or use.