Digital declutter checklist

Fifteen to thirty minutes at a time. Do one section, then stop.

Desktop and downloads

- [ ] Put desktop files into one "Inbox" folder
- [ ] Delete old downloads you do not need
- [ ] Move the rest to a real folder
- [ ] Set a weekly reminder to empty downloads

Folders

- [ ] Five to eight top-level folders
- [ ] No more than three levels deep
- [ ] Name files with date, what, who
- [ ] Delete duplicate files

Email

- [ ] Unsubscribe from ten lists
- [ ] Make three folders: Inbox, Action, Reference
- [ ] Turn off email alerts on your phone
- [ ] Pick two or three times a day to check

Keep it small

If something takes more than two minutes to move, add it to the list and do it later.

Digital declutter checklist, part 2

Phone, photos and backups.

Phone

- [ ] Clear the first screen to the ten you use every day
- [ ] Move the rest to a second screen or a folder
- [ ] Switch off alerts for anything that is not a person or an alarm
- [ ] Remove apps you have not opened in months

Photos

- [ ] Delete blurry shots, duplicates and screenshots
- [ ] Make one folder per year
- [ ] Mark the best ones from each event
- [ ] Back up the lot to a second place

Accounts

- [ ] List your paid subscriptions and cancel one
- [ ] Turn on two-step sign-in for email and banking
- [ ] Use a password manager, not a notebook or a note on your phone

The area I will do first