



Digital Declutter Checklist

Simplify your digital life in 7 intentional steps



Step 1 Reflect on Your Digital Habits

- ☐ Track your screen time for 3 days
- ☐ Journal how you feel after long tech sessions
- ☐ Identify your biggest digital distractions



Step 2 Clean Up Your Devices

- ☐ Delete unused apps
- ☐ Organize your home screen (only essentials!)
- ☐ Clear your desktop or downloads folder
- ☐ Remove duplicate or outdated files



Step 3 Declutter Your Inbox & Social Feeds

- ☐ Unsubscribe from irrelevant email lists
- ☐ Unfollow accounts that don't inspire or uplift
- ☐ Mute or archive noisy group chats
- ☐ Set filters to prioritize important messages



Step 4 Silence the Noise

- ☐ Turn off non-essential notifications
- ☐ Set "Do Not Disturb" hours
- ☐ Use grayscale mode to reduce screen allure



Step 5 Create Screen-Free Zones

- ☐ No phones in the bedroom or dining area
- ☐ Designate tech-free time blocks (e.g. mornings or evenings)
- ☐ Try one "digital sabbath"-day per week

Bonus Tip: Print this checklist and keep it near workspace or phone as a gentle reminder to stay intentional.