

Digital Declutter in 15 Days

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<p>1</p> <p>Clean out documents.</p>	<p>2</p> <p>Clean out downloads folder.</p>	<p>3</p> <p>Go through pictures and delete ones not needed.</p>	<p>4</p> <p>Set up an iCloud account or a digital backup of some sort.</p>	<p>5</p> <p>Place all documents in a corresponding folder.</p>
<p>6</p> <p>Write down all usernames and passwords that you can remember.</p>	<p>7</p> <p>Unsubscribe from emails that are never opened.</p>	<p>8</p> <p>Organize pictures into folders.</p>	<p>9</p> <p>Go through pictures on phone/tablet or any other devices.</p>	<p>10</p> <p>Clean out google docs (if necessary).</p>	<p>11</p> <p>Decide what platform you will use for documents and organize.</p>	<p>12</p> <p>Make sure that your phone information is being backed up somewhere.</p>
<p>13</p> <p>Delete applications on computer that are not used.</p>	<p>14</p> <p>Delete apps on phone that are not used.</p>	<p>15</p> <p>Repeat any steps that have not been completed thoroughly or just need a little extra work.</p>	<p>HOW TO CONTINUE ORGANIZING YOUR DIGITAL LIFE:</p> <ul style="list-style-type: none"> Set aside time each week/month to make sure that files are in the right folder and there are not unnecessary downloads in your download folder. Make sure to delete screenshots and other photos that are no longer needed on a weekly/monthly basis. 			

How will decluttering your digital life help you LIVE BETTER?

Organization is key to living your best life.