

Digital Declutter Checklist

Simplify your screen time, organize your devices, and reclaim your focus with this calm and mindful checklist.

■ Phone & Apps

■ Delete unused or duplicate apps.
■ Turn off non-essential notifications.
■ Move social apps off your home screen.
■ Organize apps into folders (Work, Personal, Tools).
■ Set focus or do-not-disturb modes for quiet periods.

■ Email & Inbox

■ Unsubscribe from newsletters you never read.
■ Create folders for Work, Finance, and Personal messages.
■ Delete or archive old emails to zero the inbox.
■ Schedule set times to check email (2x daily).

■ Computer & Files

■ Clean desktop of shortcuts and clutter.
■ Delete old downloads and duplicate files.
■ Organize documents by month or project.
■ Empty the recycle bin/trash folder.

■ Photos & Media

■ Delete blurred or duplicate photos.
■ Back up memories to cloud or external drive.
■ Organize albums by year or event.
■ Remove screenshots you no longer need.

■ Online Habits

■ Unfollow accounts that drain your energy.
■ Unsubscribe from unnecessary notifications.
■ Limit social media to specific time blocks.
■ Have one screen-free block each day.

■ Reflection & Renewal

■ Take one tech-free walk this week.
■ Journal: How do I feel after time offline?
■ Decide one recurring digital task to automate or delete.
■ Plan a 'Digital Sabbath' – one screen-light day weekly.

Affirmation: "I use technology with intention. My attention belongs to me."

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