



Checklist: 3 weeks to less digital clutter

Here's a printable checklist to help you get the job done!

Week 1: Delete the obvious first

Look for easy targets, like these:

- Unneeded or duplicate files or email messages.
- Old bookmarks and shortcuts.
- Rarely or never-used apps and programs.

Week 2: Develop a clear digital filing system

- Create a folder structure.
- Give files and folders simple – but specific – names.

Week 3: Pare down your pics

- Keep the best – and discard the rest.
- Set a timer for short cleanup sessions – as many as needed.
- Save photos – and all your important files – to disks, external hard drives or a cloud-based service.

The information provided here is for general informational purposes only and not intended to be nor should be construed as medical or other advice. You should consult your own doctor and/or an appropriate professional to determine what may be right for you.

