

Digital Declutter Checklist

Task	Last Completed	Next Due	Done
Inbox Zero - Archive / Delete old mail			<input type="checkbox"/>
Delete or consolidate dormant accounts			<input type="checkbox"/>
Organize cloud-storage folders			<input type="checkbox"/>
Purge duplicate photos			<input type="checkbox"/>
Delete unused mobile apps			<input type="checkbox"/>
Update passwords / enable MFA			<input type="checkbox"/>
Clear browser downloads & cache			<input type="checkbox"/>
Sort desktop / documents folder			<input type="checkbox"/>
Review social-media follows & followers			<input type="checkbox"/>
Back-up phone to computer/cloud			<input type="checkbox"/>
Audit online subscriptions			<input type="checkbox"/>
Empty recycle bin / trash			<input type="checkbox"/>
Prune "trusted devices" lists			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Notes / Reflections:



Digital Declutter Checklist

Task	Last Completed	Next Due	Done
Inbox Zero - Archive / Delete old mail			<input type="checkbox"/>
Delete or consolidate dormant accounts			<input type="checkbox"/>
Organize cloud-storage folders			<input type="checkbox"/>
Purge duplicate photos			<input type="checkbox"/>
Delete unused mobile apps			<input type="checkbox"/>
Update passwords / enable MFA			<input type="checkbox"/>
Clear browser downloads & cache			<input type="checkbox"/>
Sort desktop / documents folder			<input type="checkbox"/>
Review social-media follows & followers			<input type="checkbox"/>
Back-up phone to computer/cloud			<input type="checkbox"/>
Audit online subscriptions			<input type="checkbox"/>
Empty recycle bin / trash			<input type="checkbox"/>
Prune "trusted devices" lists			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Notes / Reflections:

