

30 Days of *Digital* Decluttering for April

	S	M	T	W	T	F	S	
	29	30	31	P H O N E	1 Delete any phone apps you no longer need.	2 Organize phone apps into folders by category.	3 Update the apps on your phone.	4 Review the notification settings on your phone.
C & O M P A N Y T H I N G	5 Delete computer apps/software you don't need.	6 Organize your computer files into relevant folders.	7 Update all the software.		8 Delete files you no longer need on your computer.	9 Empty the trash folder/recycle bin on your computer.	10 Back up your files to an external drive or the cloud.	11 Run a performance check on your computer/laptop.
E P H O N O R A B L E	12 Take 30 mins to go through your inbox & archive or delete emails.	13 Move emails into relevant folders.	14 Set up filters to automate where incoming emails go.	15 Review email newsletter subscriptions.	16 Review digital photos you have and get prints.	17 Continue reviewing photos.	18 Continue reviewing photos.	
O N L I N E	19 Get a password manager.	20 Update passwords as needed.	21 Go through your cloud storage to organize files.	22 Review any digital subscriptions you have.	23 Organize your browser bookmarks.	24 Make a list of old online/email accounts you may have forgotten about.	25 Decide what to do with any unused online/email accounts	
F I N A L	26 Take 30 minutes to delete photos/videos you don't need.	27 Make a backup of your phone.	28 Work on any tasks you haven't finished for 30 minutes.	29 Continue working on outstanding tasks.	30 Continue working on outstanding tasks.	1 	2 	