

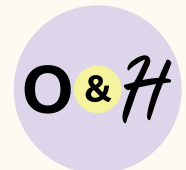


# 31 Days of Digital Decluttering for July

S	M	T	W	T	F	S
28	29	30	1	2	3	4
			1 Archive or delete 100+ old emails you don't need.	2 Archive or delete as many emails you don't need for 30 minutes.	3 Tidy digital newsletter subscriptions for 30 minutes.	4 Set inbox rules (filters, priority inbox).
5 Delete 3+ unused apps on your phone.	6 Organize your apps into folders.	7 Go through your phone's photos and select favorites to print or back up.	8 Set a 30 minute timer and clean as much as you can of your phone's photos.	9 Continue phone photo organization for 15 minutes.	10 Continue phone photo organization for 15 minutes.	11 Go through voice memos for 15 min and delete what you don't need.
12 Do a 'surface sweep' of your desktop and clear what you don't need.	13 Do a 'surface sweep' of your downloads folder on your computer.	14 Backup your files.	15 Organize any cloud storage for 30 minutes.	16 Continue organizing cloud storage for 15 minutes.	17 Catch up on any previous tasks.	18 Continue catching up or take a day to rest.
19 Review & organize your calendar/ to-do apps.	20 Organize your favorite songs into playlists.	21 Close all unnecessary browser tabs.	22 3-2-1 challenge: delete 3 unnecessary files, organize 2 folders, archive 1 important folder.	23 Repeat the 3-2-1 challenge.	24 Repeat the 3-2-1 challenge.	25 1-1 phone challenge: delete one contact you don't need and contact one friend.
26 Repeat the 1-1 phone challenge.	27 5-3-1 photo challenge: delete 5 bad photos, move 3 to a special folder, take 1 new inspiring photo.	28 Repeat the 5-3-1 photo challenge.	29 Repeat the 5-3-1 photo challenge.	30 Put time into an area you want to make more progress on.	31 Rest and take a day off from screens.	 Ordinary & Happy