DIGITAL DECLUTTERING CHECKLIST

Start with your phone and photo library

01 PHONE STORAGE

iPhone: Open Settings > General > iPhone Storage. Wait for the size breakdown, then tap an app to review its storage.

iPhone: Choose Offload App to keep its documents and data, or Delete App if you no longer need the app and its local data.

Android: Open Settings > Storage. Review the largest categories, then check the files or apps you no longer need.

- [ ] Review apps and files taking up the most space
- [ ] Remove unnecessary offline downloads
- [ ] Check saved app data before deleting

TIP: Android menu names vary by phone and version.

02 PHOTOS & VIDEOS

iPhone duplicates: Open Photos > Collections > Utilities > Duplicates. Select duplicate sets, tap Merge, and confirm.

iPhone screenshots: Open Photos > Collections > Media Types > Screenshots. Select screenshots you no longer need and delete.

Android: Open Google Photos > Collections > On this device. Review device folders and screenshots, then select items to delete.

- [ ] Review duplicate photos and videos
- [ ] Remove screenshots, blurry shots, and recordings you do not need
- [ ] Confirm an independent backup of important memories

TIP: Deleting from a synced photo library can remove items from other connected devices. The Duplicates option appears only when matches are detected.

DIGITAL DECLUTTERING CHECKLIST

Tidy Gmail and your Mac files

03 GMAIL INBOX

Find older messages: Type older_than:1y in Gmail search to find messages more than one year old.

Find large messages: Type larger:10M to find messages larger than 10 MB.

Find promotions: Type category:promotions to find promotional emails if categories are enabled.

Clean up: Run each search separately, review results, select unwanted messages, and delete them.

- [ ] Unsubscribe from newsletters you never read
- [ ] Keep important receipts and records
- [ ] Empty Trash only after reviewing its contents

TIP: Search results are candidates for review, not messages to delete automatically.

04 MAC DOWNLOADS & FILES

Open Downloads: In Finder, choose Downloads in the sidebar.

Switch view: Press Command + 2 for List View.

Sort: Use the Size or Date Added column to find large or older files. Show the column if needed.

Organize: Move important downloads into named folders, rename unclear files, and move unwanted downloads to Trash.

- [ ] Sort and review Downloads
- [ ] Rename and file important documents
- [ ] Review Trash before emptying it

TIP: Finder Tags can help you find related files across different folders.

DIGITAL DECLUTTERING CHECKLIST

Review Windows files and unused apps

05 WINDOWS DOWNLOADS & FILES

Open Downloads: Press Windows + E to open File Explorer, then choose Downloads.

See details: Choose View > Details.

Sort: Sort by Size or Date modified to find older or space-heavy files.

Organize: Move important files into named folders. Delete unnecessary downloads after checking them.

- [ ] Review large and old downloads
- [ ] Pin frequently used folders to Quick access
- [ ] Check Recycle Bin before emptying it

TIP: To pin a folder, right-click it and choose Pin to Quick access.

06 UNUSED APPS

iPhone: Open Settings > General > iPhone Storage. Tap an app; choose Offload App or Delete App.

Android: Open Settings > Apps. Select the app and choose Uninstall if that option is available.

Organize: Rearrange the remaining apps on your Home Screen so frequently used apps are easy to find.

- [ ] Check for important local projects or files first
- [ ] Remove apps you no longer use
- [ ] Rearrange remaining apps

TIP: Uninstalling an app does not cancel a paid subscription.

DIGITAL DECLUTTERING CHECKLIST

Check recurring payments and stored information

07 SUBSCRIPTIONS

iPhone: Open Settings > your name > Subscriptions. Review active plans and select any subscription to see cancellation options.

Android: Open Google Play > profile picture > Payments & subscriptions > Subscriptions. Review and cancel unwanted plans.

Other charges: Look through bank and credit card statements for subscriptions billed directly by websites or companies.

- [ ] Review renewals and trial end dates
- [ ] Check direct-billed recurring charges
- [ ] Cancel unwanted services with the billing provider

TIP: Cancellation and billing terms vary. Review the confirmation and end date.

08 NOTES, CONTACTS & MESSAGES

Notes on iPhone: Open Notes and go to the notes list. Swipe left on a note and tap the Move Folder icon. Choose the destination folder.

Duplicate contacts on iPhone: Open Contacts. If View Duplicates appears, tap it and review suggested matches before merging.

Messages: Review old promotional messages, large chat attachments, and inactive group conversations.

- [ ] Create useful folders for notes
- [ ] Merge contacts only after confirming matches
- [ ] Remove unneeded chat attachments and promotions

TIP: Save information you may need later before removing chat histories or notes.

DIGITAL DECLUTTERING CHECKLIST

Reduce interruptions and clean up your feeds

09 NOTIFICATIONS

iPhone: Open Settings > Notifications > select an app. Turn off Allow Notifications or adjust sounds, banners, and badges.

Android: Open Settings > Notifications > App notifications, then choose which apps may notify you.

Chats: Mute nonessential group chats in the messaging app itself when available.

- [ ] Turn off alerts that do not need your attention
- [ ] Mute unnecessary group-chat notifications
- [ ] Keep important account-security alerts on

TIP: Android settings and options differ between brands and versions.

10 SOCIAL MEDIA

Review following: Open each social app and visit your Following or account list. Review accounts you no longer enjoy or find useful.

Unfollow or mute: Use the profile menu to Unfollow or Mute, depending on whether you want to stop following or hide posts while staying connected.

Review saved items: Open your Saved or Bookmarks area and remove content you no longer need.

Clean up groups: Leave groups or pages you no longer use when appropriate.

- [ ] Unfollow or mute accounts that negatively affect your well-being
- [ ] Review inactive groups and pages
- [ ] Clear saved posts you will never revisit

TIP: Controls and labels differ across Instagram, Facebook, TikTok, and other apps.

DIGITAL DECLUTTERING CHECKLIST

Finish with cloud storage, security, and ongoing habits

11 CLOUD STORAGE & ACCOUNT SAFETY

Cloud files: Open iCloud Drive, Google Drive, or OneDrive. Review old files and folders before deleting any.

Sharing: Check shared files or folders and remove permissions that are no longer needed.

Sign-ins: Open the Security settings of important accounts and review recognized signed-in devices.

Passwords: Change compromised or reused passwords and turn on two-factor authentication where supported.

- [ ] Confirm backups before deleting synced files
- [ ] Review unnecessary sharing permissions
- [ ] Check signed-in devices and enable two-factor authentication

TIP: Cloud deletion can sync across devices. A separate backup helps protect files you want to keep.

MONTHLY DIGITAL RESET

- [ ] Check phone storage
- [ ] Review saved posts
- [ ] Review new downloads
- [ ] Audit subscriptions

MY SUBSCRIPTION AUDIT

SERVICE / APP	NEXT RENEWAL	KEEP / CANCEL