

DIGITAL DECLUTTER

A EBOOK TO HELP YOU GET STARTED



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PREPARATION

TYPES OF DIGITAL CLUTTER

- Digital photos
- Videos
- Computer programs & apps
- Computer files
- Emails
- Unused mobile apps
- Digital Notes
- Songs
- Web Browser extensions
- Computer games
- Notifications
- External hard drives

According to a survey by Summit Hosting, the average American has 87 bookmarked websites, 7 open tabs or browsers, 582 cell phone photos, and 13 unused apps.

WHAT IS YOUR WHY?

WHAT IS DIGITAL DECLUTTERING?

Digital Decluttering is clearing the excess and organizing our digital life.

Digital clutter is the digital files that we no longer have a need for that are taking up space on our devices. It's also the notifications that are constantly pulling our attention.

WHY IS IT IMPORTANT?

- Improves Productivity
- Fewer Distractions
- Increased Device Performance
- Improved Mental Health
- Decreases Anxiety
- More time with loved ones

I DON'T KNOW WHERE TO START...

If you feel overwhelmed, you can book a discovery call with me to help you get started. It feels less overwhelming to do it with support.

YOUR 30 MINUTE QUICK WIN

Most guides or self-help books ask you to do it all at once. That's why most people read them and do nothing. Instead, I want you to start with one focused task that can give you immediate relief.

Step 1: Set and start a 30 min. timer. Do the 4 tasks below

Step 2: The Notification Sweep

Open Settings → Notifications. Turn OFF notifications for every app that isn't a real human texting or calling you. Yes, including email. Yes, including the news. Yes, including the apps that "might be important." If it's important, you can open the app to check. Notifications are interruptions you chose without choosing.

Step 3: The App Audit

Scroll through every app on your phone. Ask one question: Have I used this in the last 30 days? If no, delete it. If you're not sure, delete it. You can always re-download if you actually miss it. Remove any home screen apps you are not using everyday

Step 4: The Bedtime Boundary

Set up "Do Not Disturb" or "Sleep Focus" to turn on automatically one hour before bed and turn off . Thenone hour after you wake up. Plug your phone in across the room or better yet, outside your room for tonight.

Step 5: Invisible Fense

Choose 1-3 rooms in your home that you will not bring your phone in for today (or the rest of the week). Create a label or note that says "phone-free room."

What you will notice:

Your phone is quieter.

You can see your home screen wallpaper for the first time in months.

You made progress towards a goal.

You're already doing better than 90% of people who download a guide and never start. Congratulations!

COMPUTER



CLEARING COMPUTER CLUTTER

- Backup important files
- Unsubscribe from unwanted e-mails
- Clear our your inbox
- Set up e-mail folders
- Organize desktop files
- Delete unwanted files
- Sort files into folders
- Uninstall programs you don't use
- Delete old browser bookmarks
- Delete downloads and temp files
- Organize a folder system that works for you



To Maintain...

- Address e-mails right away and sort them at least 1-2 times a week. Unsubscribe, delete, and sort immediately upon reading
- Check e-mail periodically, not constantly
- E-mail less and use your communication energy on what is truly important to you
- Delete excess files, folders, and unused items each month

REMEMBER YOUR WHY

PHONE



CLEARING PHONE CLUTTER

- Remove unused and unwanted apps
- Sort apps into folders
- Turn off non-essential notifications
- Unfollow social accounts you don't love
- Set App Limits
- Clean out contact list
- Delete old text messages
- Delete old notes
- Arrange your home screen

CLEARING PHOTO CLUTTER

- Set up automatic backups
- Delete duplicates
- Delete photos you don't need
- Organize by folder

To Maintain...

- Delete duplicates of photos after you take them
- Keep your phone home screen organized
- Minimize screen time and focus on what is truly important to you
- Consider a digital wellness coach to help you reset

DIGITAL WELLNESS MATTERS

WORKING WITH A DIGITAL WELLNESS COACH CAN HELP.

Having the help of a Digital Wellness Coach can help you define what it means to live harmoniously with your devices. With a Digital Wellness Coach, you can:

- Gain clarity and understanding on your habits and behaviors with your devices
- Understand any addictions or constant thoughts around social media, phones and screen-time
- Set boundaries and intentions around devices
- Hold you accountable for your digital activity
- Create better awareness around screen-time so you can be more present with what you value
- Improve your digital wellness at home and work
- Improve your attention and focus and decrease anxiety and digital overwhelm
- Improve sleep, relationships and overall sense of well-being
- Help you set digital ground rules for your home and family life

BOOK A FREE DISCOVERY CALL

