DIGITAL FILE & DESKTOP DECLUTTER CHECKLIST

DESKTOP CLEANUP, CLOUD DRIVE HYGIENE, INBOX ZERO & SYSTEM SPEED

DECLUTTER DATE: _____/_____/20__ DEVICE: [ ] Mac [ ] PC [ ] Laptop STORAGE FREED: _____ GB CADENCE: [ ] Weekly [ ] Monthly

DIGITAL ZEN STANDARD: A clear desktop and empty downloads folder eliminate cognitive friction. Protect your digital workspace!

1. DESKTOP & DOWNLOADS PURGE

[ ] Delete all temporary files from Downloads folder

[ ] Move remaining downloads to permanent folders

[ ] Clear all loose files & screenshots from Desktop

[ ] Group active desktop shortcuts into 1 clean folder

[ ] Empty Trash / Recycle Bin to reclaim storage

2. CLOUD DRIVE & FILE TAXONOMY

[ ] Enforce uniform folder naming: YYYY-MM_Project

[ ] Archive completed client / company project folders

[ ] Delete duplicate files, outdated drafts & raw assets

[ ] Sync primary cloud folders (Drive, Dropbox, iCloud)

[ ] Audit shared link permissions & revoke old accesses

3. EMAIL INBOX ZERO & SUBSCRIPTIONS

[ ] Unsubscribe from marketing emails via Unroll.me

[ ] Archive answered threads & clear to Inbox Zero

[ ] Empty Spam / Junk folder & purge Trash permanently

[ ] Update email filters, auto-labels & smart rules

[ ] Clear notification badges on mobile & desktop mail

4. BROWSER TABS & BOOKMARK AUDIT

[ ] Close lingering browser tabs; bookmark if essential

[ ] Audit Chrome / Safari extension permissions & delete unused

[ ] Organize Bookmarks Bar into 4 active category folders

[ ] Clear browser cache, cookies & browsing history

[ ] Set browser homepage to a minimalist focus tab

5. SECURITY, PASSWORDS & BACKUPS

[ ] Verify full external hard drive backup (Time Machine/Clone)

[ ] Verify offsite cloud backup (Backblaze / Google Drive)

[ ] Audit password manager; change reused/weak credentials

[ ] Verify 2-Factor Authentication (2FA) recovery codes

[ ] Update Operating System & critical security patches

6. DISK STORAGE & CACHE CLEANUP

[ ] Run system storage audit to locate large unused files

[ ] Uninstall unused software, applications & games

[ ] Delete old local video renders, zoom recordings & podcasts

[ ] Purge messaging app media cache (Slack, WhatsApp, Discord)

[ ] Restart computer for clean memory & cache reset

DIGITAL DECLUTTER COMPLETION VERIFICATION: **NEXT SCHEDULED AUDIT: _____/_____/20____**

Total Storage Reclaimed: _____ GB | Desktop Icons Remaining: _____ (Target: 0) | Inbox Zero Achieved: [ ] YES [ ] NO

Digital Health Sign-Off: I commit to keeping my downloads folder clear and processing files at end of day. Signature: _____