

# Digital Declutter Checklist

Use this checklist to reset and refresh your digital life. A few simple steps can make your devices faster, safer, and more organized.

## Clear Out Old Files and Downloads

- Delete duplicate files and unnecessary downloads.
- Move important files into clearly labeled folders.
- Use cloud storage (OneDrive, Google Drive, Dropbox) to free up space.

## Review and Refresh Your Passwords

- Update old or weak passwords.
- Use strong, unique combinations of letters, numbers, and symbols.
- Consider using a password manager (1Password, LastPass, Bitwarden).

## Check Your Backups

- Ensure important files and photos are backed up.
- Verify backups are current and accessible.
- For businesses, confirm compliance with Canadian privacy standards.

## Unsubscribe and Unfollow

- Unsubscribe from newsletters you don't read.
- Use tools like Unroll.Me or Gmail unsubscribe.
- Unfollow social accounts that no longer provide value.

## Audit Your Apps

- Delete apps you don't use.
- Update apps you want to keep to the latest version.
- Reorganize mobile apps into folders for a cleaner screen.

*Tip: Schedule a digital clean-up once every season to keep your devices clutter-free and running smoothly.*