

Digital & Phone Declutter Checklist

The 3-Layer Sweep: Screen | Storage | Security * homeorganizehacks.com

LAYER 1 SCREEN (what you see & touch daily)

- ☐ Delete apps unused for 3+ months
- ☐ Group remaining apps into labeled folders (Money, Health, Read Later)
- ☐ Keep only daily-use apps on the first home screen
- ☐ Turn off notifications for anything that is not a person or a payment
- ☐ Offload large apps you rarely open (Settings > General > iPhone Storage)
- ☐ Delete screenshots older than one month
- ☐ Delete blurry photos and duplicates
- ☐ Empty the "Recently Deleted" photo album

LAYER 2 STORAGE (files, email & photos piling up)

- ☐ Search inbox for "unsubscribe" and opt out of senders you never open
- ☐ Create 3 simple email folders: To Do, Waiting, Keep
- ☐ Bulk-archive emails older than one year
- ☐ Empty the Downloads folder
- ☐ Clear the desktop of stray files
- ☐ Pick ONE home for files (iCloud / Google Drive / Dropbox)
- ☐ Rename key files with dates + plain words (no "doc1")
- ☐ Delete old versions once the final is safe
- ☐ Back up what matters to the cloud + one other place
- ☐ Close browser tabs you cannot name a reason for
- ☐ Convert "read later" tabs to sorted bookmarks
- ☐ Clear cache and old browsing history

Digital Declutter Checklist (page 2)

LAYER 3 SECURITY (old accounts & permissions)

- ☐ List and CLOSE accounts you no longer use (do not just log out)
- ☐ Move passwords into a password manager; stop reusing passwords
- ☐ Review app permissions: turn off location, camera, mic where not needed
- ☐ Clear cookies to limit tracking (see FTC guidance on app data)
- ☐ Enable two-factor authentication on email and banking

MAINTENANCE CADENCE

DAILY (2 min):

- ☐ Clear notifications
- ☐ Close browser tabs
- ☐ Delete junk screenshots

WEEKLY (15 min):

- ☐ Unsubscribe from 5 senders
- ☐ Sort new photos
- ☐ Empty Downloads folder

QUARTERLY (1 hr):

- ☐ Close old accounts
- ☐ Back everything up
- ☐ Run the full 3-Layer Sweep again