

Daily Digital Declutter Checklist

by Elevated Lifestyle Home

Device Cleanup Tracker

- **INBOX:** Delete emails with attachments larger than 25MB.
- **INBOX:** Unsubscribe from unused automated shopping newsletters.
- **SMARTPHONE:** Wipe out applications unused for more than 90 days.
- **SMARTPHONE:** Put functional daily apps inside clear designated category folders.
- **COMPUTER:** Wipe downloads folder history completely.
- **COMPUTER:** Back up active primary archives to external drives or cloud nodes.
- **MEDIA:** Erase duplicated images, dark photos, and random web screenshots.
- **SECURITY:** Clear active cookies history and update passwords via a manager.

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