

Digital Declutter Day Checklist

*A 24-Hour Plan to Refresh & Organize Your
Digital Life*

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24-Hour Declutter Schedule

Hour	Task
8:00 AM	Clear your desktop and Downloads folder. Remove anything you haven't used in the past month.
9:00 AM	Unsubscribe from unwanted emails (try Unroll.me or clean manually).
10:00 AM	Delete unused apps from your phone and tablet.
11:00 AM	Organize cloud storage (Google Drive, Dropbox, OneDrive, etc.).
12:00 PM	Clean out your inbox — start by searching for “unsubscribe” and remove the noise.
1:00 PM	Update passwords using a secure password manager (e.g., LastPass, 1Password).
2:00 PM	Remove old screenshots and duplicate photos from your gallery.
3:00 PM	Delete or archive unused WhatsApp, Messenger, or other chat threads.
4:00 PM	Sort and organize your browser bookmarks into folders.
5:00 PM	Unfollow or mute social accounts that drain your energy.
6:00 PM	Update your résumé and/or LinkedIn profile.
7:00 PM	Back up important files to an external drive or cloud.
8:00 PM	Set up “Focus Mode” or “Do Not Disturb” on devices.
9:00 PM	Reflect: Which type of digital clutter affects you most, and how will you prevent it?

Helpful Tools & Apps

Tool	Purpose	Free Plan?
Unroll.me	Unsubscribe from bulk/unwanted emails	✓
LastPass	Password management & security	✓
Google Drive	Cloud storage & sharing	✓
CCleaner	Clear temporary & junk files (PC/Mac)	✓
Notion	Digital planner & productivity hub	✓
Canva	Organize and design vision boards	✓
Day One / Journey	Journaling & mindful digital use	✓

Weekly Digital Declutter Tracker

Stay consistent with small digital cleanups every week.

Task	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Inbox Zero (email cleanup)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clear Downloads/Desktop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sort 5 photos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete 2 unused apps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social media 10-min limit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Tick the box once you've maintained your declutter habits for the week.
Use the notes column to jot down wins, challenges, or ideas for next week.

Week	Task Completed	Notes
Week 1	<input type="checkbox"/>	<hr/> <hr/>
Week 2	<input type="checkbox"/>	<hr/> <hr/>
Week 3	<input type="checkbox"/>	<hr/> <hr/>
Week 4	<input type="checkbox"/>	<hr/> <hr/>

You're Ready for a Fresh Start!

Digital decluttering isn't just about cleaning files — it's about making space for what truly matters.

"Clutter is nothing more than postponed decisions."
— **Barbara Hemphill**

"You can't reach for anything new if your hands are still full of yesterday's junk."

Take a deep breath — your digital world is lighter, clearer, and more focused.

Now, keep it that way. 🌿