

# DECLUTTER

## Your Digital Life



### **BACK IT UP!**

First, let's prevent trouble. Make backup copies of your smartphone and computer. Connect your smartphone to your computer and back up the files on it. Then back up your computer to either a hard drive that's plugged into the computer or use an online backup service like Google Cloud or iCloud.

### **UNSUBSCRIBE.**

Cut down on the amount of email you deal with: click on the unsubscribe links at the bottom of emails you get from news sites, retailers, and organizations you no longer read. Yes, it's safe to unsubscribe from reputable sources. But clicking "unsubscribe" from scammers' emails won't stop their messages.

### **USE A PASSWORD MANAGER FOR PERSONAL ACCOUNTS.**

Reduce the stress of having to remember and look up a zillion passwords. A password manager will take over that chore, so you never have to think about it. Do a web search to find the best brand for your budget.

### **CLEAN UP BEFORE YOU SHUT DOWN.**

Try to read, move, or delete all the emails you received today. Not practical? Create a "to-do" folder. Move today's emails that require action into it. Delete the rest so you can start tomorrow fresh.

### **SIMPLIFY YOUR SCREEN**

Next: reduce the clutter on your computer desktop. Simplify what you see by creating a few folders (for example, "Kids," "Work," "House," "Volunteer," "Vacation") and move the files from your desktop and into those folders. You can further organize files by creating subfolders. For example, your "Kids" folder could contain subfolders like "Doctor," "Sports Activities," "Class Assignments," and "Chores."

### **ALERT! REDUCE NOTIFICATIONS.**

Next: cut down on the number of notifications on your phone. If you have an Android device, do a web search for instructions on how to change the settings for your make and model. iPhone users: Go to Settings and tap the Notifications tab. Under Notification Style, select an app. Set the Allow Notifications toggle to Off to stop receiving alerts from that app.

### **LOSE SOME APPS.**

Delete apps on your smartphone you rarely use. For many of us, these are the apps that appear on the screens of our phones that we have to scroll from screen to screen to see.

### **DELETE THE FILES YOU DON'T NEED ANYMORE.**

While we're at it, keep your personal computer longer and running better by freeing up space on the computer's hard drive.

For computers running Windows: Open File Explorer and navigate to "This PC". In the search field, type size: gigantic and then press Enter. It will search for any files larger than 128 MB. Click the View tab, then select Details. Now delete any of those big files you no longer use.

Mac users, go to your desktop and hit Command+F to bring up Search. Click on "Kind" and select "Other", then select "File Size" from the lengthy attribute list and click "ok." Now click on the second filter and choose "is greater than," enter a number like "150" and select "MB." Now delete big files you no longer use.

### **FROM HERE ON, NAME YOUR FILES CAREFULLY.**

Spend a moment to clearly name each file you create or download. You'll be able to recognize, organize, and delete the files you create.

*Sources: PCMag, NYTimes, Digital Minimalism, BusinessInsider*

