

# SIMPLIFY YOUR DIGITALS

## DAILY

- Clean up email inbox
- Delete any old files
  - Categorise any files into folders
  - Close any open tabs and running apps
- Back up files to the cloud

## WEEKLY

- Clean up desktop
- Delete duplicate & unwanted photos
- Delete or transfer files in downloads folder
  - Update plugins
  - Update apps
- Clean screen and actual device

## MONTHLY

- Clear caches and history
- Backup your website
- Declutter your social media feeds
  - Unfollow content that no longer interests you
- Unsubscribe from newsletters

## QUARTERLY

- Simplify and organise bookmarks
  - Update social media profiles
- Delete any unused apps or software
  - Organise your photos
  - Organise your emails into folders

## ANNUALLY

Get your laptop or computer professionally cleaned