

openup

Digital Declutter

Checklist



1. PHONE DECLUTTER

- Delete 3+ unused apps.
- Move all essential apps to home screen, all others off it.
- Turn off non-essential notifications.
- Optional: Create a “Mindful Apps” folder.

2. INBOX CLEAN-UP

- Unsubscribe from 5+ promo emails.
- Create 2 folders: “To Read Later” and “To Action”.
- Set a 2x/day check email rule for the week.

3. DESKTOP DETOX

- Delete or archive old screenshots.
- Create 3 folders: “Active,” “Reference,” “Archive”.
- Rename or sort 5 files for clarity.

4. BROWSER TAB CLEAR-OUT

- Close unused tabs.
- Try a “tab limiter” plugin, e.g., OneTab.

