

# 14 HELPFUL TIPS FOR DIGITAL DECLUTTERING

---

**Start with a digital inventory**

**Focus on your most-used digital spaces**

**Organize your files and folders**

**Clean up your email inbox**

**Clean up your social media**

**Review your subscriptions**

**Review and delete unused apps**

**Clear your desktop and downloads folder**

**Secure your digital identity**

**Evaluate your digital habits**

**Create digital detox days**

**Streamline notifications**

**Invest in digital tools**

**Practice regular maintenance**