



# Digital Declutter Challenge

[#MyDigitalDeclutter](#)



## Week 1

### Take control of your inbox(es)

Week 1 Goal: Inbox Zero

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## Day 1



### Welcome

Welcome to our 4-week Digital Declutter Challenge! First things first, keep this resource handy so you can refer to it throughout the month.

## Day 2



### Make a list

Make a note of everything in your digital life that is taking up space in your brain and causing overwhelm.

## Day 3



### Audit your email

Do you have a massive backlog of emails cluttering your inbox? Are there folders that you haven't opened in years? Do you have a junk email account still kicking around?

Bonus: Managing multiple email accounts? [Read our best tips.](#)

## Day 4



### Create a plan for attack

Outline what your ideal inbox would look like. Then, create folders accordingly.

Don't forget to delete any old, dusty folders!

Here are some of our favourite ways to use folders:

 By deadline  By action  By category

## Day 5



### Unsubscribe

Are emails that you routinely delete without reading? It might be time to unsubscribe. You don't have to give up everything, just keep the emails you actually read.

## Day 6



### Delete

Time for the part you've been dreading. Delete, move to folder, delete, delete. Just do it. We promise you'll feel better afterward.

## Day 7



### Implement

Now that you have a system in place, start slotting your emails into folders as they come in. This extra button click will save you a ton of stress in the long run, or if you're using Gmail, use the shortcut J/K to quickly sort through emails in your inbox.

Bonus: [Here are our favorite email tools](#)

**Reward yourself for completing Week 1!** 🎉

## Week 2

### Deep clean

Week 2 Goal: Active bookmarks only

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## Day 1



### Browser audit

Make note of the bookmarks you actually use on a weekly basis.

Repeat for each browser you use.

## Day 2



### Start fresh

Delete all of your bookmarks and only add back the ones you actually use.

## Day 3



### Organize

Keep relevant bookmarks together by creating folders.

Bonus: Have you tried using [Workspaces in Shift?](#) Keep your bookmarks organized according to project or team.

## Day 4



### Downloads

Yup, next up on the chopping block: The dreaded Downloads folder. Start by going through the files on your desktop, then turn your attention to your Downloads folder. Delete everything that you don't need.

## Day 5



### Apps

Comb through the applications installed to your desktop and remove any you no longer use.

If you're still left with more apps than you know what to do with, then you might need a tool to manage all of them. [Read our best tips.](#)

## Day 6



### Storage

Take advantage of your computers built-in storage optimization setting.

**Mac users:**

Apple Icon > About This Mac > Storage > Manage > Reduce Clutter option

**Windows users:**

Settings > System > Storage > Storage Sense option

## Day 7



### Hardware

It's time to give your equipment a good wipe down. That's right—grab a wet cloth and wipe down your tech.

Don't forget to give your phone, keyboard, and mouse a good scrub.

**Sit back, relax, and reflect on how good it feels to be halfway there! ⚡**

## Week 3

### Delete duplicates and fuzzies

Week 3 Goal: Clean photo library

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## Day 1



### Location

Locate all of the places that you store photos on your computer.

## Day 2



### Decide

If you are storing albums on your hard drive and on the cloud, pick one.

## Day 3



### Delete Duplicates

Now that you have streamlined your photos, start combing through for duplicates and delete, delete, delete!

P.S. [Use any of these software options](#) to find photo duplicates.

## Day 4



### Repeat

We tend to take a lot of photos. While you're at it go through all of the photos from your phone library.

## Day 5



### Quality Control

While you're working away at the duplicates, delete any fuzzy, low quality, finger-covering-the lens photos as well.

## Day 6



### Organize

If you aren't an albums type of person, now's the time to break up your endless stream of photos. Sort by year, occasion, or trip!

## Day 7



### Reminisce

Did you come across any gems in your photo audit? Share these memories with your family and friends with the tags #MyShift and #MyDigitalDeclutter

**Do something fun!**  
**You earned it. 🚀**

## Week 4

### Set yourself up for success

Week 4 Goal: Stay on top of your digital life

#MyDigitalDeclutter



## Day 1



### Desktop

Delete any files that are old news and cluttering your desktop. Create well-labeled folders for any files that you really need.

## Day 2



### Desktop Goals

Keep the folders with files that you currently use, or will use in the future. Delete all folders from a past life.

## Day 3



### Treat Yourself

When's the last time you changed your desktop background? Update your background image to something that sparks joy.

## Day 4



### Purge

Empty your trash bin.

## Day 5



### Review

Is there anything we missed? What extra steps did you take to declutter your digital life? Tag us and let us know with the tag #MyDigitalDeclutter!

 @tryshift

 @get\_shift

## Day 6



### Repeat

Set a reminder in your calendar to repeat this process when things start building up again.

We recommend revisiting every 3 months to keep on top of your digital world.

## Day 7



### Celebrate

How does it feel to have completed #MyDigitalDeclutter? We want to know how it went: What was easy and what did you struggle with?

**Congrats, you made it!**  
**Download the full PDF guide for the next time you find yourself needing a good #DigitalDeclutter. <sup>100</sup>**