



The Tidy Journey: Weekly Digital Declutter Routine

Step 1: Inbox Clean-Up (10 minutes)

- Delete old emails you don't need.
- Unsubscribe from newsletters you no longer read.
- Archive important emails in folders or labels.
- Flag or pin emails that need action.
- Tip: Use rules/filters to automatically sort incoming emails.

Step 2: File Organization (5–10 minutes)

- Move new files from Downloads to proper folders.
- Rename files with descriptive names (e.g., 2025-09-16-project-report.pdf).
- Delete duplicates or unnecessary files.
- Check for large files taking up space.

Step 3: Photo Declutter (5–10 minutes)

- Delete blurry, duplicate, or accidental photos.
- Sort new photos into folders by date or event.
- Backup important photos to cloud or external storage.

Step 4: App & Device Maintenance (5 minutes)

- Delete apps you no longer use.
- Clear cache and temporary files.
- Review device storage and free up space if needed.

Step 5: Social Media & Bookmarks (5 minutes)

- Unfollow accounts that don't bring value.
- Organize bookmarks/favorites into folders.

- Delete unnecessary saved posts or collections.

Step 6: Plan & Review (5 minutes)

- Review your weekly progress.
- Note any areas that need more attention next week.
- Celebrate small wins — every declutter counts!

Optional: Tools to Make This Easier

Email: Gmail filters, Spark, Outlook rules
Files: Google Drive, OneDrive, Dropbox
Photos: Google Photos, Apple Photos, Gemini Photos
Task Management: Notion, Todoist, Trello

Weekly Routine Checklist

Task	Done ☐
Inbox Clean-Up	
File Organization	
Photo Declutter	
App & Device Maintenance	
Social Media & Bookmarks	
Plan & Review	

Tip: Schedule a recurring reminder every Sunday or Monday to keep this routine consistent.