



DIGITAL CLEAN UP CHECKLIST

DIGITAL FILE CLEAN UP

- Delete old and unnecessary files from your computer, cloud storage, and other devices
- Organize remaining files into folders for easier access
- Consider using cloud storage efficiently to reduce the need for physical hardware

EMAIL CLEAN UP

- Unsubscribe from newsletters and mailing lists you no longer need
- Delete old and unnecessary emails, especially those with large attachments
- Organize emails into folders for better management

APPS & PROGRAMS CLEAN UP

- Remove apps and software programs that you no longer use or need
- Explore lightweight alternative applications to decrease resource consumption
- Streamline your digital subscriptions and services to minimize excess consumption

SMARTPHONE & TABLET CLEAN UP

- Delete duplicate or low-quality photos and videos, as well as those you no longer need
- Organize photos into albums for easier browsing
- Delete conversation history you no longer need

REPEAT, EDUCATE & SHARE

- Set aside time regularly to do your digital cleanup
- Spread awareness about digital sustainability with friends and family
- Encourage others to join in digital cleanup efforts