

WELL EDITED CO. DIGITAL DECLUTTER CHECKLIST

■ **Desktop** - create folders on your desktop for current projects and file items away as you work or at the end of your work day. Try only keeping current projects on your desktop and upload everything else to cloud storage, an external hard drive or both.

■ **Digital storage** - Whether you decide to use cloud storage, external hard drive or both - use basic, broad categories when organizing. For example, in the main Personal folder, have subfolders for medical, finance, etc. Under the main Business folder have subfolders for clients, finance, collaborations, etc.

■ **Email Accounts** - Keep a clean and happy inbox. File away everything into categories such as 1) to do's 2) in process 3) complete 4) for review. No need to over categorize, especially if you're able to search for emails easily. Test out simple folder categories and see what works best for you. Services like *Gmail Unsubscriber* and *Unroll.Me* help you manage your subscriptions quickly and easily.

■ **Photos** - Upload photos from your phone and/or camera at least once a month and store digitally in folders with the month/year or event name. Print or make photo books of vacations and your favorite photos.

■ **Going Digital More: Paper Maintenance** - Opt for digital/paperless when possible for bank or credit card statements and unsubscribe from catalogs or magazines. Deal with incoming paper daily and schedule maintenance to scan, shred and recycle incoming paper/mail.

My maintenance plan for digital storage:

My maintenance plan for dealing with paper:
