

# KonMari Checklist

## for Your Digital Clutter

Inspired by Marie Kondo's *The Life Changing Magic of Tidying Up*

### Desktop/Home

Tips: Clean off your home screen or desktop of unwanted or unused items. Create a "To Trash" folder to send downloads you know you will delete. Also collect misc items into folders rather than having them clutter your view.

- Computer Desktop
- Phone Home Screen
- Tablet Home Screen

### Inbox

Tips: Use search filters like "older\_than: 2y" or click on an email and click "filter messages like these" to bulk delete. Unsubscribe from anything you do not read weekly. Delete voicemails. Delete irrelevant or junk text messages.

- Newsletters
- Stores
- Team or Club
- School
- Work
- Family
- Friends
- Junk
- Non-profits
- Voicemails
- Texts

### Computer Files

Tips: Remove old applications and files that you no longer need. Run a defrag or other tool to clean up your computer's bit and bytes. Review your organizational structure for ways to improve your filing system. Review your music files-- these take up a lot of space. If you really don't listen to something, let it go. Consider a music service like Spotify instead of owning individual files.

- Primary Folders
- Work Folders
- Delete Trash
- Music Files
- Applications
- Downloads
- Backups
- External Hard Drive

### Social Media

Tips: If you are no longer active on a social media site, consider archiving your account. Delete any posts or photos you would not want a future employer to see.

- friend lists
- photos
- posts
- follows
- groups
- pages liked

Reminder you can still "follow" someone on Facebook and some other platforms but not have to see their posts regularly in your feed.

### Podcasts

Tips: If you subscribe to podcasts, look for settings to auto delete podcasts after playing.

- Subscriptions
- Listened to Podcasts
- Unlistened to Podcasts

### Apps/Games

Tips: Some devices have a setting to automatically offload apps that aren't used regularly. Set this up to make this happen regularly.

- Phone apps
- Tablet apps
- Games
- Productivity apps
- Travel apps
- Educational apps
- TV apps

### Pictures & Sentimental

Tips: Pictures are one of the hardest areas to pare down. Use an app like Slidebox to make it easier to sort through images on your phone by deleting with a simple swipe. Print pictures you love. Tag photos for easier sorting.

- Personal photos
- Family photos
- Travel photos
- Animal photos
- Work-related photos
- School-related photos
- Screenshots
- Videos
- Music
- Voicemails

For more great tech savvy tips & tools visit  
**TechSavvyHomeschool.com**

