Digital Unpacking Checklist

Use this checklist to guide you through each stage of digital decluttering. Check off each task as you go and use the provided space to jot down notes or track progress.

☐ Set a goal: What's your focus area this week? (e.g., passwords, folders, inbox)

☐ Pick one 'box': Which digital space will you start with?

☐ Choose a password manager: Which tool will you use and why?

☐ Create an Operations Folder: Where will you store important SOPs and docs?

☐ Review folder/file names: Which folders need renaming or reorganization?

☐ Add visual labels: Any tags or colors to apply?

☐ Declutter as you go: What can be deleted, archived, or canceled?

- [ ] Set a timer: How long will you spend each day?

- [ ] List tasks to delegate: What can someone else handle for you?

- [ ] Schedule a digital tidy-up: When will you revisit this?