



Your Digital Unpacking Quick Start Checklist

Use this quick-start guide to help you take a small but powerful step toward clearing your digital clutter. Check off each task and jot down a quick note if it helps.

Pick One Digital 'Box' to Unpack

e.g., your Downloads folder, your email inbox, or your computer desktop

Notes: _____

Set a 15-Minute Timer

Focus only on this one area until the timer goes off

Label or Re-label Something

Create a clear folder or label for items you need to keep, like "Active Clients" or "To Read"

Notes: _____

Choose a Home for Important Info

Move files out of your Downloads folder and into your Google Drive where they belong

Notes: _____

Delete or Archive One Thing You Don't Need

Unsubscribe from a newsletter, delete old screenshots, or archive old emails

Notes: _____

Celebrate Your Progress

You took back control of your digital space today!

Need help? Let's talk: www.bluebutterflysolutions.com