



# Digital Clean Up Day

Digital Clean Up Day is the perfect opportunity to organize our digital lives. Taking a few moments to clean up your files can boost your device performance, enhance security, and even reduce our collective environmental footprint.

Here are four key areas where you can make a big impact:



## 1. Tidy Up Your Smartphone

Start by reviewing your apps and deleting any you haven't used in months. This is also a good time to remove old, unused user accounts associated with them. Finally, clear out your photo library by deleting duplicates, blurry shots, and unneeded videos to free up storage.



## 2. Clean Your Computer

Manage the data on your personal computer by sorting through folders to delete duplicate files, old documents, and unused software. Organize your media libraries by removing poor-quality photos and unwatched videos. For files you must keep but don't use often, move them to network storage or an external drive to free up active space.



## 3. Organize Your Mailbox

Quickly reduce inbox clutter by unsubscribing from newsletters you never read. Use the search or filter functions to find old or promotional emails (like notifications) and delete them in bulk. For important items, sort by "oldest" and archive what you need to keep for reference.



## 4. Build New Habits

One of the best ways to stay clean is to create less digital clutter. Avoid sending one-word messages in general, when possible. Store important files in a shared cloud space to prevent multiple versions from being emailed around. Small, intentional changes make a big difference!