

4-Week Plan | Phone + Apps | Printable

# Digital Declutter Checklist

*Reclaim Your Focus in 30 Days*

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## Week 1: Phone Cleanup

- Delete every app you haven't opened in 30 days
- Turn off all notifications except calls, texts, calendar
- Move social media apps OFF the home screen
- Set phone to grayscale (makes it 40% less addictive)
- Delete 80% of photos (screenshots, duplicates, random)
- Organize remaining apps into 4 folders max
- Set a 30-minute daily limit on social media
- Charge phone OUTSIDE your bedroom

## Week 2: Email & Inbox

- Unsubscribe from every marketing email (use unroll.me)
- Delete all emails older than 1 year
- Create 4 folders: Action, Reference, Waiting, Archive
- Empty your inbox to zero (once)
- Set email to check 2-3 times per day, not continuous
- Remove email app notifications
- Turn off email on your phone for 1 week

## Week 3: Files & Cloud Storage

- Empty desktop - every file in a folder or deleted
- Empty Downloads folder (most is trash)
- Organize cloud storage into 5-10 clear folders
- Delete duplicate files and old versions
- Back up important files to 2 locations
- Unsubscribe from unused cloud services
- Password manager set up (if not already)

## Week 4: Digital Habits

- No phone for first 30 min after waking
- Phone-free meals (at home and out)

- Screen cutoff 1 hour before bed
- One screen-free day per weekend
- Unfollow 20+ accounts that don't serve you
- Mute or unfollow - no guilt
- Delete one social media app for the month
- Journal how your focus and sleep changed

**[MAINT] The weekly 10-minute reset**

Every Sunday: quick sweep through your phone home screen, email inbox, and desktop. If you do this weekly, you'll never need a 30-day declutter again.

## Expected Results

**-2 hrs**

Daily screen time

**+30%**

Focus capacity

**Better**

Sleep quality

## Ready for the complete system?

*This free guide is a starting point.*

*The paid guide gives you the complete step-by-step system.*

### **ADHD Planner - \$19**

[grabguides.com/products/adhd-planner](https://grabguides.com/products/adhd-planner)

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