SIMPLY RESOURCEFUL / FREE PRINTABLE

Digital declutter checklist

Verify backups before deleting files and never store passwords in this checklist.

Date: _____

Done	Task
[ ]	Back up important files
[ ]	Review duplicate downloads
[ ]	Organize active documents
[ ]	Unsubscribe from unwanted mail
[ ]	Review unused apps
[ ]	Check account recovery options
[ ]	
[ ]	

Notes and next steps