



HOW TO DECLUTTER YOUR DIGITAL WORLD

We all know the feeling: that overwhelming sense of chaos that comes with a cluttered inbox, a desktop overflowing with files, and a phone buzzing with constant notifications. But did you know that this digital clutter can have just as significant of an impact on your mental health and cognitive function as physical clutter? Studies have shown that excessive digital stimuli can lead to increased stress, anxiety, and even cognitive overload, making it harder to focus, remember things, and make decisions. So, how can you conquer this digital chaos and reclaim your mental clarity? Here are some practical tips to help you declutter your digital life:

1. Tame Your Inbox:

- Unsubscribe from emails you no longer need or want.
- Organize your emails into folders with labels like “Work,” “Personal,” “Travel,” to find what you need quickly.
- The 2-minute rule: If an email can be dealt with in two minutes or less (e.g., deleting, replying), do it immediately.
- Schedule email-free time: Designate specific times of day to check and respond to emails, and resist the urge to constantly monitor your inbox.

2. Conquer Desktop Chaos:

- Create a clear and consistent file structure (e.g., “Documents,” “Projects,” “Images,”) and diligently file your documents accordingly.
- Create a separate folder for files that require action and review them regularly, ideally weekly.

- Desktop wallpaper: Choose a calming and minimalist desktop wallpaper to reduce visual clutter.

3. Declutter Your Phone:

- Limit app usage: Delete apps you rarely use or that constantly distract you.
- Organize your apps: Categorize your apps into folders (e.g., “Social,” “Productivity,” “Financial” “Shopping”) for easy access.
- Turn off notifications: Disable unnecessary notifications to minimize distractions and reduce anxiety.
- Digital detox: Schedule regular “digital detox” periods where you disconnect from your phone entirely. This is especially helpful at least 30 min before bedtime.

4. Social Media Sanity:

- Unfollow accounts that don’t bring you joy or that make you feel negative.
- Limit screen time: Set daily limits for social media usage on your phone and computer.
- Practice mindful scrolling by paying attention to how you feel while using social media and taking breaks when needed or setting time limits.

5. Clean Up Your Browsers:

- Regularly clear your browsing history to protect your privacy and reduce clutter.
- Deleting cookies and clearing your cache can improve website loading speed and free up storage space.
- Utilize browser extensions to block ads, track your time online, and improve your browsing experience.

By implementing these simple strategies, you can reclaim control over your digital world and experience a significant boost in your mental clarity and productivity. Remember, a decluttered digital space translates to a decluttered mind, allowing you to focus on what truly matters.

Need help? Schedule a digital decluttering session with us for the New Year!

Product of the Month



Cord Organizer

While you are decluttering your devices, why not tidy up your work space with a cord management system?

These boxes are meant to hold a power strip and keep chargers and wires out of sight for a clean and organized space.

This one is from Amazon but they are available at many retailers or repurpose a box you already have.

click the image for details

More Than Pantries & Closets



Beyond organizing your physical spaces, we can help you streamline your entire lifestyle. Imagine a world where chores are manageable, time is maximized, and goals are within reach.

We’re excited to bring new services designed to **boost your productivity** and create a more fulfilling life.

Interested? Please reach out to Tanner: tanner@realorganizedllc.com

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