

Spring Cleaning

CHECKLIST

Mobile Devices

- Clean up your home screen by organizing apps into folders.
- Delete unused apps.
- Review and update app permissions to ensure privacy and security.
- Delete old text messages and multimedia messages.
- Backup important data to cloud storage or an external drive.
- Update apps and the operating system to the latest versions.
- Clean your photo gallery by deleting duplicates, blurry photos, and screenshots you no longer need.
- Clear app cache.
- Review and update privacy settings for apps.
- Organize and delete old notes, reminders, and to-do lists from apps.
- Clean and disinfect your device's screen and case.
-
-
-

Spring Cleaning

CHECKLIST

Desktop

- Organize files and folders on your desktop.
- Delete unnecessary files.
- Clean up your browser bookmarks and organize them into folders.
- Review and update passwords using a secure password manager.
- Backup important files/documents to an external hard drive or cloud.
- Declutter unused shortcuts and organize remaining ones into folders.
- Clear web browsers' history, cache, and cookies.
- Update software and operating system to the latest versions.
- Delete or archive old files and documents that are no longer needed.
- Clear downloads folder and recycle bin.
- Update security software.
- Declutter your email inbox - archive, unsubscribe & delete.
- Organize email inbox using folders.
- Clean and disinfect your laptop, monitor, keyboard and mouse.
-
-
-

Spring Cleaning

CHECKLIST

Other Devices

- Clean and disinfect your tablet or e-reader screen and case.
- Organize and delete apps on your smartwatch.
- Backup important data from your smartwatch or fitness tracker.
- Clean and disinfect your gaming console controllers and accessories.
- Delete or uninstall unused apps and games from your gaming console.
- Review and update settings for smart home devices.
- Clean and disinfect remote controls for TVs and other electronic devices.
- Organize and delete old files and apps on your digital camera.
- Backup important photos and videos from your digital camera.
- Clean and disinfect headphones and earbuds.
-
-
-

Spring Cleaning

CHECKLIST

Social Media

- Unfollow accounts that no longer interest you or are inactive.
- Delete old posts, and comments you no longer want on your profile.
- Review and update privacy settings.
- Clean up your followers/following list.
- Update your profile information (such as your bio and profile picture).
- Clear out old messages or conversations that are no longer needed.
- Uninstall unused social media apps.
- Consider taking a break from social media by temporarily deactivating your accounts or adding time limits to use them.
-
-
-

You did it!