

7-DAY DIGITAL DECLUTTER

Your step-by-step action plan to reclaim attention, focus, and digital peace.

○

DAY 1: THE ATTENTION LEAK AUDIT

- Review every app installed on your phone.
- Categorize each app into one of three groups: **Essential**, **Useful but Optional**, or **Attention Leak**.
- Delete or limit anything that repeatedly steals your time without providing meaningful value.

DAY 2: NOTIFICATION PURGE

- Recognize that most notifications are requests for attention rather than emergencies.
- Disable non-essential notifications to stop constant buzzing and dings from pulling your focus.
- Start specifically by turning off shopping alerts, social media alerts, promotional emails, and breaking news notifications.

DAY 3: ESTABLISH SCREEN-FREE ZONES

- Designate specific physical spaces and daily routines where technology is not welcome.
- Keep your phone out of your bedroom, off the dining table, and away from your morning routine and evening wind-down routine.

DAY 4: SCHEDULE SOCIAL MEDIA TIME

- Break the habit of opening social media apps whenever boredom appears.
- Choose specific, intentional times during the day to check social media rather than

reacting to compulsions.

DAY 5: INBOX AND SUBSCRIPTION CLEANUP

- Address unmanageable inboxes that create continuous low-grade stress.
- Unsubscribe from unwanted mailing lists and promotional emails.

DAY 6: APP AND FILE DELETION

- Go through your phone and delete unused apps that contribute to digital junk.
- Clear out unnecessary downloads and organize your digital files.

DAY 7: WEEKLY DIGITAL RESET & REVIEW

- Review your weekly screen-time reports to check your usage patterns.
- Establish a recurring weekly digital reset habit to clear downloads, delete unused apps, unsubscribe from emails, and organize files regularly.