

# How to run a Digital Declutter

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## What it is

Look honestly at the apps and sites eating your time, and cut the ones that don't actually serve something you value.

## When to use it

When you look up from your phone and can't remember why you picked it up.

## Steps

1. **List your most-used apps.** Check the ones that truly serve something you value, not just habit.
2. **Write down what you're cutting.** For the next 30 days, these are off-limits.

## Common mistake

Keeping an app because you 'might need it,' instead of because it actually serves you.

## Pairs with

Time Blocking and Implementation Intentions.

# Example: a Sunday phone audit

Date: Sun, May 4

**Most-used apps** Check the ones that truly serve you.

- ☐ Instagram
- ☒ YouTube
- ☒ Work Slack
- ☐ News app
- ☒ Banking app
- ☒ Spotify
- ☐ Twitter/X
- ☐ A mobile game
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

**Cutting for 30 days**

- Instagram
- Twitter/X
- The mobile game
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

# Digital Declutter Audit

Date: \_\_\_\_\_

**Most-used apps** Check the ones that truly serve you.

[illegible]

### Cutting for 30 days

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