# DECLUTTER YOUR DIGITAL ENVIRONMENT

January 13, 2025

Michael Bartolomeo

# OVERVIEW

Why Bother?

Practical Tips for:
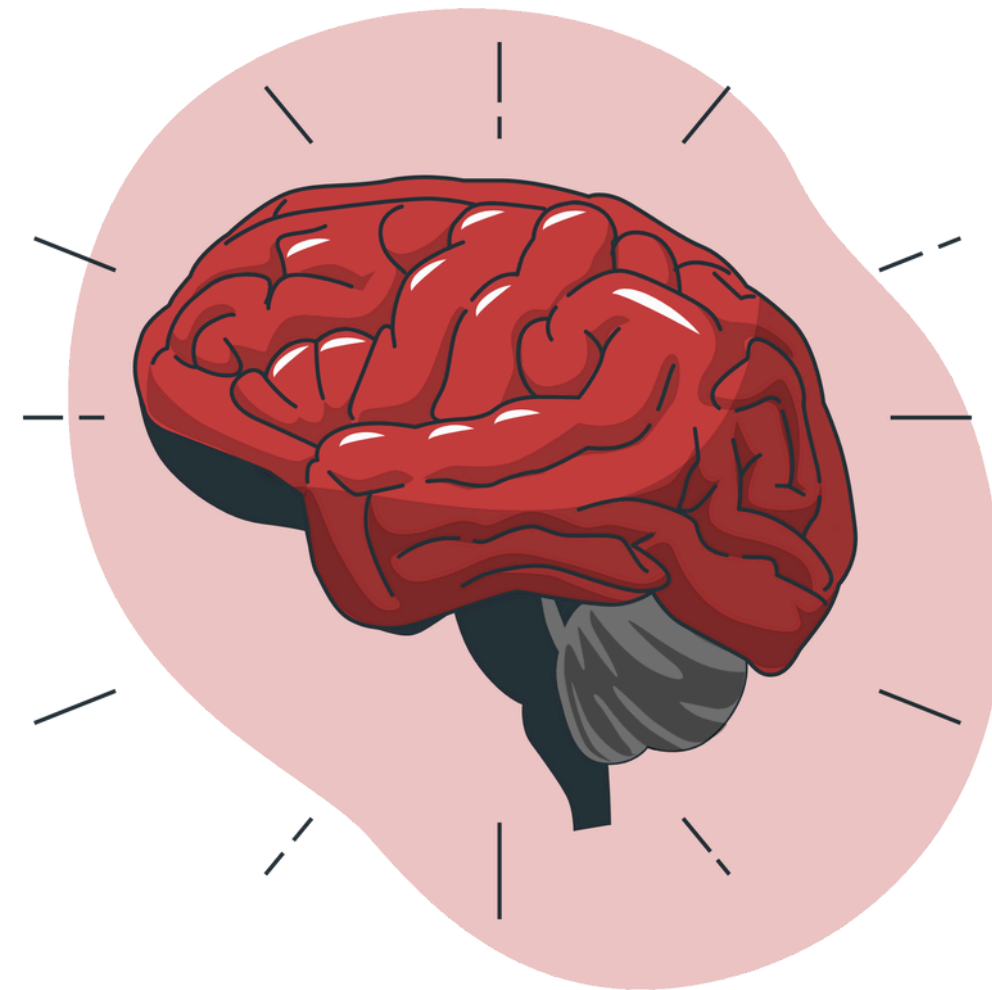- Space Organization
- File Organization
- Email Management

# WHY BOTHER?

## Cognitive Impact

- Decision Fatigue
- Increased Cognitive Load
- Attention Fragmentation

# WHY BOTHER?

**<u>Productivity Impact</u>**

- Time Waste
- Reduced Efficiency
- Workflow Interruption

# WHY BOTHER?

**<u>Psychological Impact</u>**

- Increased Stress
- Anxiety
- Reduced Sense of Control
- Mental Fatigue

# SPACE ORGANIZATION

**Physical Space**

- Recycle old cables and power cords

**Digital Space**

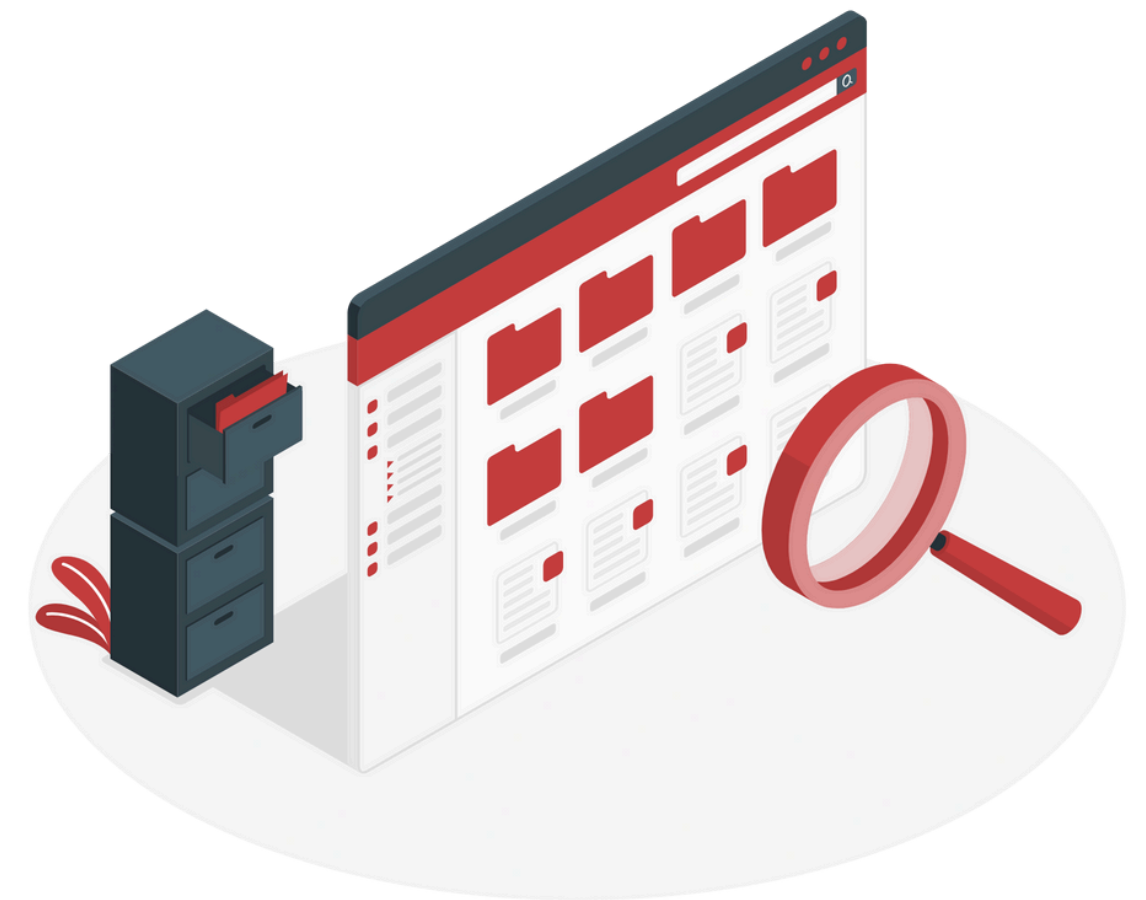- App Management
- Desktop Organization

# FILE ORGANIZATION

**Create a File Hierarchy**

- Use consistent naming conventions
- Clear out Downloads folder

**Consider Cloud Storage**

- Organize files across multiple devices
- Safe Backups
- Examples: Microsoft OneDrive, Dropbox, Google Drive, iCloud

# EMAIL MANAGEMENT

**<u>Organize Your Email Inboxes</u>**

- "Inbox Zero" Method
  - <u>4D System</u>: **D**elete, **D**o, **D**elegate, **D**efer
  - Only check email during scheduled times
  - Use Inbox Folders

**<u>Unsubscribe from Newsletters</u>**

- Bulk Unsubscribe

# SMALL ACTIONS TO GET YOU STARTED

## Space Organization
- Delete 2-3 unused apps
- Recycle one old cable (or 3!)

## File Organization
- Move 10 files off your desktop

## Email Tasks
- Unsubscribe from 3-5 Newsletters
- Delete 10 old emails

# THANK YOU
## Questions?

Michael Bartolomeo

mbartolomeo@shpl.info

(631) 549-4411 ext. 274