
ORGANIZE AND DECLUTTER YOUR PHONE

MONTHLY TASKS

1 Updates: update all current apps

2 Apps

- Delete unused
- Organize folders

3 Photos and video

- Delete and purge (only keep the best shots)
- Upload to computer, external drive, or cloud storage
- Add to albums to find easily

4 Text threads: delete old or unnecessary

5 Notes

- Scan to refresh your memory
- Consolidate & categorize if possible
- Delete old or obsolete notes
- Send pertinent information to permanent location to save
- Take action if possible (add to to-do list or calendar)

6 Notifications: adjust settings if desired

7 Frequently Used Apps: clean up content as needed

BONUS Learn something new: Tips and tricks for iPhones

Remove dirt and smudges with a microfiber cloth
