



# creating clarity challenge

# october: tackling tech clutter

womenmakingchanges.net

photo credit: Chris Richardson

## 31 ideas to take action

### Declutter

- 1. favorites & bookmarks
- 2. e-mail addresses
- 3. saved emails
- 4. pictures
- 5. documents & files
- 6. e-books & PDFs
- 7. desk or workstation
- 8. music & videos

### Organize

- 9. favorites & bookmarks
- 10. e-mail addresses
- 11. saved emails
- 12. pictures
- 13. documents & files
- 14. e-books & PDFs
- 15. desk or workstation
- 16. music & videos

### Complete

- 17. worksheets you downloaded
- 18. read PDFs or e-books you downloaded
- 19. update list of accounts & passwords
- 20. photo books or projects
- 21. transfer files
- 22. finish any blog projects
- 23. update any accounts

### Learn/Create

- 24. photo editing
- 25. photo projects (Shutterfly)
- 26. productivity app (Evernote)
- 27. create list of reminders
- 28. music apps (Pandora)
- 29. create new playlists
- 30. backup systems
- 31. keyboard shortcuts