



DIGITAL DECLUTTER CHECKLIST



**URBAN LIFE**
CENTER

Digital Declutter Checklist

Inspired by 'Digital Minimalism' by Cal Newport

Overview:

This checklist helps you evaluate the optional technologies in your life (apps, devices, tools, and platforms) to determine whether they are convenient or truly critical. You can then create flexible, nuanced rules to govern your digital habits.

1. Inventory Your Technologies: List all optional technologies you use (apps, websites, devices, platforms). **Exclude technologies that are strictly essential for your job or survival.**

4. Test the Declutter:

Take a 30-day break from all non-critical and distracting technologies. Reintroduce only the tools that support your values and goals. Continue adjusting your rules/boundaries as your needs evolve.

Common Mistakes

1. Technology restriction rules that are either too vague or too strict.
2. Not planning what to replace these technologies with during the declutter period—leading to anxiety and boredom.

3. Those who treated this experiment purely as a detox, where the goal was to simply take a break from their digital life before returning to business as usual, also struggled. A temporary detox is a much weaker resolution than trying to permanently change your life, and therefore much easier for your mind to subvert when the going gets tough.