DIGITAL DECLUTTER CHECKLIST

KEEP A CLEAN MACHINE
Make sure that all web-connected devices are squeaky clean.

☐ Update software on all internet-connected devices to reduce risks from malware and infections.

☐ Clean up your mobile life by deleting unused apps, keeping others current and reviewing app permissions.

MAKE SURE YOU’RE SECURE
Enhancing the security of your online accounts is a must and a fast, simple way to be safer online.

☐ Lock down your login: Your usernames and passphrases are not enough to protect key accounts like email, banking and social media. Strengthen online accounts and use strong authentication tools whenever offered.

☐ Secure your router by making sure it has a strong passphrase and does not broadcast who you are through its name, such as “the Jones Family” or “123 Elm Street.”

☐ Make your passphrase a sentence that is at least 12 characters long. Focus on positive phrases that you like to think about and are easy to remember. On many sites, you can even use spaces.

☐ Make unique passphrases for important accounts like email, finance and healthcare.

☐ Write down your new passphrases and store them in a safe place away from your computer.

☐ Check to ensure all devices are password, passcode, fingerprint or eye-scan protected.

DIGITAL FILE PURGE AND PROTECTION
Be sure to properly dispose of sensitive materials – such as hard drives and memory cards – at a community shredding event. Check bbb.org/secure-your-id-day to see if there is a BBB “Secure Your ID Day” event in your area.

☐ Clean out your old email and empty deleted folders. If you need to keep old messages, move them to an archive.

☐ Delete or archive older files and outdated financial statements.

☐ Unsubscribe to newsletters, email alerts and updates you no longer read.

☐ Update your online photo album by deleting or backing up old or less flattering photos.

☐ Update online relationships by reviewing friends on social networks and all contacts lists to make sure everyone still belongs.

☐ Copy important data to a secure cloud site or other drive where it can be safely stored.

☐ Password protect back-up drives and keep them in a different location off the network.

☐ Permanently delete all old files.

CLEAN UP YOUR ONLINE REPUTATION
Make sure your online reputation shines.

☐ Own your online presence by reviewing the privacy and security settings on websites you use to be sure they are set at your comfort level for sharing.

☐ Clean up your social media presence by deleting old photos, etc. that are embarrassing or no longer represent who you are.

☐ Update your “online self” by reviewing your personal information and updating it where needed.