



# Staying Organized in a Digital World

*Think of your phone, computer, or tablet like a folder. There is a limit to how much it can hold. As you start to reach that max, parts of that folder won't work the way it's supposed to work. Keep up on the following 6 things every couple of weeks to keep you organized in this digital world.*

## **Folders**

Every time you download or save a photo, video, or document to any of your devices, it stays there until you get rid of it and it will pile up after a while. File them away and get rid of the unneeded or duplicate stuff.

## **Back it up**

Use a backup system to backup your documents. Some examples are Google Drive, Google Photos, iCloud, and Microsoft OneDrive. Backing up your documents makes you have to organize what you have and it is stored virtually in case something happens to your device.

## **Clean up Apps & Software**

Take time to get rid of old apps or software that you don't need or use anymore. On your devices, you can check to see when the last time you used it was.

## **Leverage different Apps**

It can sometimes take time to find the perfect app, but once you do it makes doing things 1,000 times easier.



## Notifications

When your phone goes off, what is the first thing you do? You look at it. Every. Time. Take 5 minutes to turn off all the notifications on your phone except those you ABSOLUTELY NEED. I know you think you need the Facebook notifications, but it is only hurting your productivity.

## Digital Calendar

When you don't have your paper planner on you, how do you know what your plans are? Utilize a digital calendar to keep your plans on the go. Items that go in this calendar: 1) have a specific time, 2) need to share with someone else, and 3) recurring events. Digital todo lists & planners are another great resource!

## Email Organizing

With so much of our communication being email-based, it's important to keep it cleaned up and easy to manage. Take time to do the GREAT (*Go Home, Review Folders, Elderly Emails, Advertising, Tidy up*) purge on your email to make it more manageable, find what you need, and stop getting more clutter!

*Easy Life*  
Organizing



**AMANDA LIFORD**  
PROFESSIONAL ORGANIZER  
734-265-0904  
EASYLIFEORGANIZING@GMAIL.COM  
WWW.EASYLIFEORGANIZING.COM