

# Digital Declutter Action Plan



Take a moment to consider your current relationship with devices. What about it would you like to change?

Select the actions in each category that you'd like to try each day for the next week. When the week is over, revisit what worked, what didn't, and how you'd like to adjust the next week. Eventually your new habits will come naturally!

## CELLPHONE

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- ☐ Turn off app notifications.
- ☐ Dim the brightness on my phone.
- ☐ Keep my phone more than an arm's reach away when not in use.
- ☐ Charge my phone away from my reach.
- ☐ Set limits in my phone on time spent on apps.

## RELATIONSHIPS

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- ☐ Put my phone away when family/friends are around.
- ☐ Eat dinner with my family without any sort of technology on/visible.
- ☐ Keep cell phones out of the bedroom with notifications silenced.
- ☐ Look my child/partner/friend in the eyes every time they talk to me.

## FINDING QUIET

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- ☐ Exercise without technology.
- ☐ Turn off/silence/hide my phone while commuting.
- ☐ Sit in silence and practice box breathing for 3 minutes.
- ☐ Walk outdoors without a device.

## SOCIAL MEDIA

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- ☐ Delete social media apps from my phone.
- ☐ Sign out of social media sites when I am done checking them.
- ☐ Set a timer alert on distracting apps.
- ☐ Unfollow/mute accounts that post negative content.
- ☐ Disable my Facebook newsfeed.
- ☐ Turn off autoplay on YouTube.

## WORK/LIFE BALANCE

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- ☐ Turn off work-related email notifications when I am done for the day.
- ☐ Close down all devices during lunch.
- ☐ Step outside during my lunch period, sans device.
- ☐ Set boundaries on when I check work emails and when I do not.

**"EVERY ACTION YOU TAKE IS  
A VOTE FOR THE PERSON YOU  
WISH TO BECOME."**

**JAMES CLEAR**