

Monthly Computer De-Clutter Checklist

DESKTOP

- Delete unused and unnecessary applications, icons and shortcuts
- Move lingering files into their appropriate folders
- Empty your recycle bin
- Change your wallpaper image

MY COMPUTER

- Uninstall programs and applications you no longer use
- Complete a "Disk Cleanup"

EMAILS

- Empty your deleted and sent items
- Archive old emails
- Unsubscribe from mass emails you no longer want to receive

INTERNET BROWSER

- Delete bookmarks you no longer use
- Get rid of cookies
- Change your homepage to a page you access regularly

FILES

- Archive files that you no longer use
- Save a back-up of your hard drive