

Decluttering your Email & Digital Mess

For me, I can testify that having a cluttered computer makes me lose focus on my work because I have to constantly re-find files or go through multiple (same) files to get to the most current one. And to further put myself out there- because I am busy, my email inboxes get cluttered with unread emails and spam or promotions that can often get left unattended for months at a time. I currently have 13,000 unread emails!!!!!!!!!!!!!!!!!! On top of this, my husband hates to see my desktop (the place I save my “go-to” files) lol.

So for me, a photographer and graphics design- the computer is my best friend. However, it can be a love-hate relationship when I leave those cluttered files unattended to. So join me as I clean my digital mess over the next month.

As we approach our May 2018 Bible Study on “Decluttering your Life”, here are a few links to help you in an area that most people skip (or don’t even think about) – your digital mess.

-Rebbetzin Keturah

[The 13 Step Digital Declutter](#)

[How to Easily Clean & Organize Your Digital Files](#)

[It's 'Clean Out Your Computer' day. Here's how to declutter your computer in 4 steps.](#)

Manage & Organize Email & Other Digital Info