

Digital Cleanup Day Checklist



Email Cleanup

- Delete irrelevant emails, such as those where you were copied for information only.
- Remove large, unnecessary attachments.
- Unsubscribe from mailing lists that are no longer useful.
- Move important emails into clearly named folders or an approved document management system.
- Empty Deleted and Junk folders.



Digital Photos

- Check your smartphone and computer drives.
- Delete duplicate images and videos.
- Delete images that are poor quality or no longer relevant.
- Store important images in a central library/digital repository.
- Compress large files where high resolution is unnecessary.
- Delete photos in Recently Deleted albums.



Computer & Cloud Drives

- Delete redundant, obsolete, and trivial data.
- Consolidate duplicate folders.
- Review Teams/SharePoint sites and remove unnecessary content.
- Remove personal data from corporate systems.
- Empty the Recycle Bin.



Security & System Health

- Encourage IT to delete old backups and unused systems.
- Tag and classify important data for future cleanups.



Team Actions

- Promote Digital Cleanup Day within your organisation.
- Focus on what is achievable (e.g. just email, OneDrive).
- Provide staff with a cleanup checklist of do's and don'ts (include what can and can't be legally disposed of).
- Share progress and celebrate results.

Do what you can on the day- every bit helps!