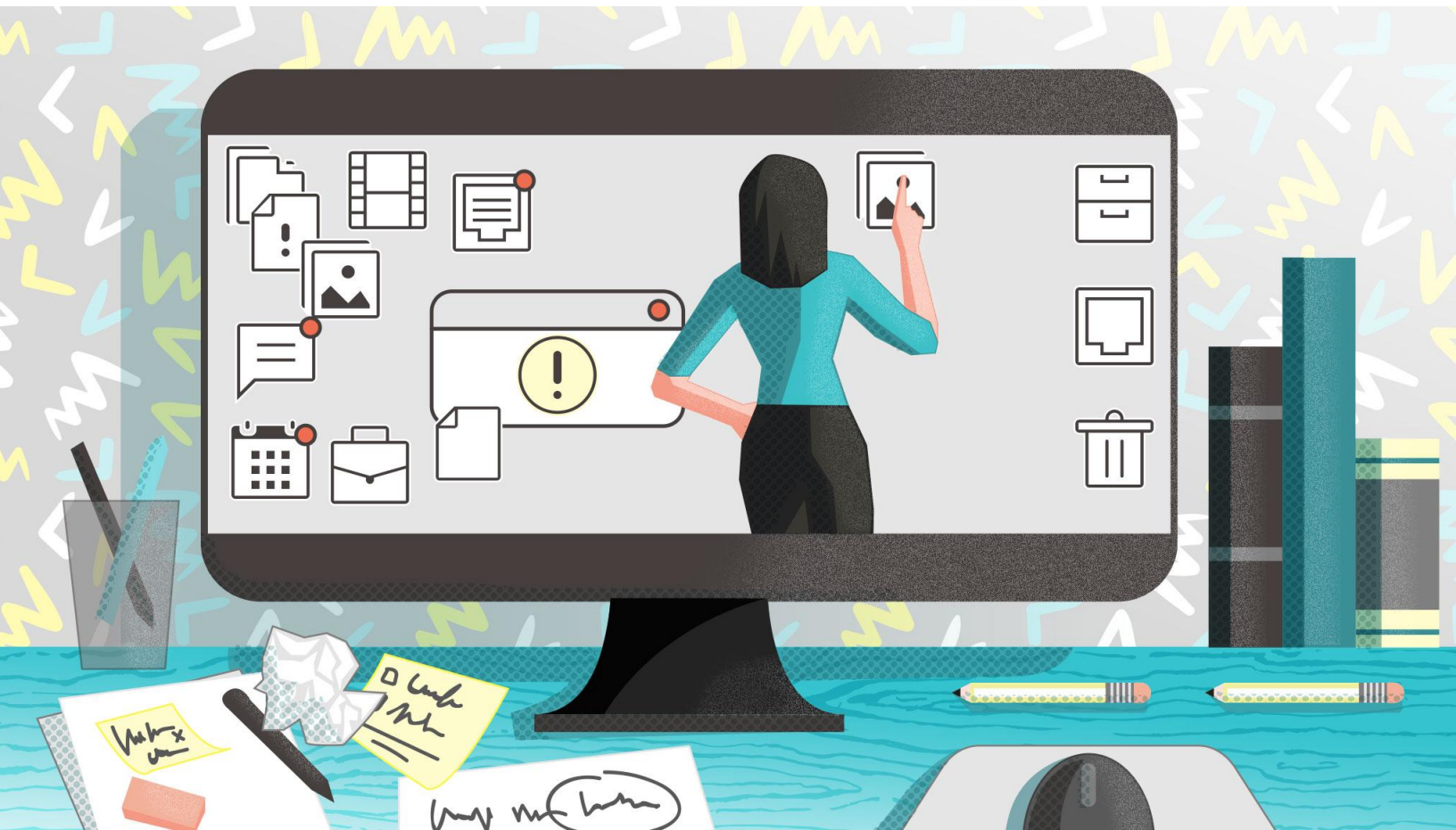


# DIGITAL DECLUTTER

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Gain Control & Organization That Last!

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## COURSE SYLLABUS

Updated July 2019

**IMPORTANT:** *This official PDF syllabus is an integral part of the course. Please save it where you can easily access it!*

## SECTION 1: INTRODUCTIONS, FOUNDATIONS, & SETTING UP FOR SUCCESS

**Lecture 1: About Your Instructors**

**Lecture 2: Download The PDF Syllabus**

**Lecture 3: Course Structure & How To Succeed**

**Lecture 4: What is Digital Overwhelm?**

**Lecture 5: Why Does It Actually Matter?**

- Optional Reading:
  - [The Life Changing Magic of Tidying Up](#) by Marie Kondo
  - [Deep Work](#) by Cal Newport

**Lecture 6: The Alternative: Digital Peace of Mind**

***Lecture 7: Worksheet: Surveying Your Digital Landscape***

***Quiz: Are we ready to make a change?***

## SECTION 2: THE FUNDAMENTALS TO DIGITAL PEACE OF MIND

### Lecture 8: The Importance of Robust Systems

- Optional Reading:
  - [Willpower Doesn't Work](#) by Benjamin Hardy

### Lecture 9: The Power of “The Cloud”

### Lecture 10: Leveraging Automation To Reduce Friction

### Lecture 11: Reestablishing A Healthy Relationship With Your Technology

### Lecture 12: Digital Minimalism: The #1 Strategy To Achieve Order

- Optional Reading:
  - [Digital Minimalism: Choosing a Focused Life in a Noisy World](#) by Cal Newport

### Lecture 13: What Intuitive Organizational Type Are You?

### *Lecture 14: Worksheet: Exploring Your Intuitive Organizational Type*

### Lecture 15: What To Do When “Life Happens”

*Quiz: Do we understand the fundamentals?*

## SECTION 3: REGAINING CONTROL: TAMING YOUR INBOX

Lecture 16: Wrangling All Of Your Email Accounts

*Lecture 17: Worksheet: Email Account Triage*

Lecture 18: Inbox vs. Archive: Achieving Inbox Freedom

Lecture 19: The Machete: Cutting Down Your Overloaded Inbox

Lecture 20: The Scalpel: Strategically Cutting Down The Rest Of Your Inbox

Lecture 21: Get A Grip On Your Subscriptions

Lecture 22: Starting Fresh: Creating Your Own Structure

Lecture 23: What Happens Next? Beginner's Inbox Organization

Lecture 24: Let's Get Ninja: Advanced Inbox Organization

- Optional Tools:
  - Clarification Video: Using Multiple Inboxes
  - [Search operators you can use with Gmail](#)
- **Google Update** (see link for latest feature details and settings):  
<https://gsuiteupdates.googleblog.com/2020/02/multiple-inbox-updates.html>

## SECTION 4: EVERYTHING ELSE: THE BASICS OF DIGITAL ORDER

Lecture 26: Enabling Back-Ups

Lecture 27: Calendar

Lecture 28: Choosing & Using A “To-Do” List

Lecture 29: Neat Notes & Snippets

- Optional Tools:
  - [Kill The Chaos of Information Overload with Evernote Webinar](#)

Lecture 30: Syncing and Organizing Documents

Lecture 31: Downloads Folder

Lecture 32: Conquering Your Contacts List

Lecture 33: Securely & Safely Storing Passwords

Lecture 34: Managing Legacy File Storage

Lecture 35: Scan It, Send It

*Quiz: Are You Ready To Wage War On Digital Disorder?*

## SECTION 5: MANAGING YOUR MEDIA

**Lecture 36: Saving Sites**

**Lecture 37: Cross-Device Syncing of Photos & Videos**

**Lecture 38: Keeping Your Music Organized**

**Lecture 39: Books and Reading Materials**

*Quiz: Do You Know Where Your Media Is?*

## SECTION 6: CONCLUSION

**Lecture 40: Self-Assessment & Success Moving Forward**

**Lecture 41: Congratulations & What We've Learned**

**Lecture 42: Bonus: How To Take Your Digital Decluttering To The Next Level**

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