

Taking Advantage of Your Time at Home Series



Organizing Your Digital Life

You know you've been meaning to do it, and now is the perfect time! No more procrastinating, no more excuses. **Digital clean-up tasks during COVID-19!**

- **Ok, take inventory of your devices and conquer:** 1) phone, 2) ipad, 3) laptop
- **App overload on your phone (or laptop):** Your laptop and smartphone's home screen is probably full of apps (and files) that you never use. They are taking up more space than you realize, and some use a lot of data. Take inventory, delete the ones you never use!
- **Add an app you've been wanting to try:** This is also a great time to research and add apps that will be beneficial to you right now. Have you been meaning to track your steps, lose weight, eat healthier or be more mindful. You know there is an app (or 5) for that! Add a new one you want to try out.
- **Delete bad photos:** Ok, yep—time to go through your photo library and trash all those bad selfies you'll never use. Along with others that are out of focus, or just not good.
- **Sort your photos into albums:** While you are deleting bad photos, sort the images you keep into albums. You may already have this happening on your phone or on facebook. You could categorize your images by trips or by date. Next time you are looking for a trip photo, it'll be right where you put it.
- **Social media purge:** Ok, so, now you are onto sorting through your list of friends on all your social media sites, facebook, Instagram, twitter. You may have approved some people early on and now you don't really have any contact with them or very little contact. It's ok to sort through and get rid of those you don't recognize.
- **Untag pictures:** You can untag any pictures you don't want to show up! Facebook is a great example. Your feed might have images there you didn't even know were there. Also, depending on the image, you may or may not want others to see them. Now is the time to untag them. Also, check your security settings. You may want to rethink what the world is seeing, and just limit those that are your friends that can view your photos. Times have changed and this is a great tip for maintaining some control. Also, set a reminder 6 months from now to do the same thing. That way you are revisiting and cleaning up as you go and not all at one time.
- **Zero inbox:** You signed up for a gmail account years ago, and now you have so many emails that they want you to pay for more storage! It's time to clean it all out...if you have thousands of emails, this could take some time. Split it up and try to go through 500 at a time...by the end of a week you will be less 3,500 emails!

TIP: Clean your gadgets

- While you are on your [phone](#), ipad, or computer – wipe-down all your gadgets! Set a daily reminder on your phone to clean all of your gadgets!!

So, now you've cleaned up your digital life but still find yourself feeling anxious about COVID-19? Don't forget - Best Care EAP counselors are here to help. Schedule your confidential appointment by calling **(402) 354-8000** or **(800) 801-4182** or **send an email to eap@bestcareeap.org**.