COURSE SYLLABUS

Digital Organization: Decluttering Your Files, Inbox, & Devices Course (Self-Paced)

Fix that endless flood of overwhelming digital chaos -- for good. Learn our proven Digital Declutter system for organizing email, photos, files, and more.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/digital-declutter



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Course Outline

Module 1: Getting Started

- Download the PDF syllabus
- Course structure: how to succeed

Module 2: Understanding Digital Overwhelm

- What is digital overwhelm
- Why it actually matters
- The alternative: digital peace of mind

Module 3: Building Robust Digital Systems

- The importance of robust systems
- The power of "the cloud"
- Leveraging automation to reduce friction

Module 4: Reestablishing a Healthy Relationship With Technology

- Reestablishing a healthy relationship with your technology
- Digital minimalism: the #1 strategy to achieve order
- What intuitive organizational type are you
- What to do when "life happens"

Module 5: Wrangling Your Email

- Wrangling all of your email accounts
- Inbox vs. archive: achieving inbox freedom
- The machete: cutting down your overloaded inbox
- The scalpel: strategically cutting down the rest of your inbox

- Get a grip on your subscriptions

Module 6: Building Your Inbox Organization System

- Starting fresh: creating your own structure
- What happens next: beginner's inbox organization
- Let's get ninja: advanced inbox organization
- Enabling back-ups

Module 7: Calendar, Tasks & Notes

- Calendar
- Choosing & using a "to-do" list
- Neat notes & snippets

Module 8: Files, Downloads & Photos

- Syncing and organizing documents
- Downloads folder
- Cross-device syncing of photos & videos

Module 9: Contacts, Passwords & Legacy Files

- Conquering your contacts list
- Securely & safely storing passwords
- Scan it, send it
- Managing legacy file storage
- Saving sites

Module 10: Wrapping Up

- Books and reading materials
- Self-assessment & success moving forward
- Congratulations & what we've learned
- Bonus: taking your digital decluttering to the next level