

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 in Live Online and onsite training is 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