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Best Digital Life

DIGITAL QUICKIES

If you have multiple note apps,
calendars, or to-do lists — try retiring
one at a time. Small steps. Big wins.

Notes — Quick Checklist

□ Inventory all note apps/paper spots

□ Pick one to retire

□ Move 5–10 important notes

□ Export or back up

□ Pause & observe for 1–2 weeks

□ Repeat later when ready

Calendars — Quick Checklist

□ List all your calendars/accounts

□ Pick one to retire

□ Export or back up

□ Move key events

□ Hide or unsubscribe for 1–2 weeks

□ Repeat later when stable

To Dos— Quick Checklist

□ Inventory task apps, paper, email flags

□ Pick one to retire

□ Move 5–10 active tasks

□ Export or back up

□ Pause & observe for 1–2 weeks

□ Repeat later when comfy

Quick rules for all three

- Start small: move only 5–10 items.
- One change at a time.
- Pause before the next change.
- Always back up first.
- Repeat anytime overload creeps in.

How to use:
  1.Choose Notes, Calendars, or To-Dos.
  2.Do Steps 1–2 this week (about 30 min).
  3.Wait 1–2 weeks before repeating with
     another tool.

Ready to start your Best Digital Life? Start your 30-day small-step plan →

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