

# CLEAN OUT YOUR COMPUTER DAY CHECKLIST

- Back up all important files and documents
- Uninstall unnecessary programs
- Delete unused files, photos, and documents
- Empty the recycle bin
- Update all software, including security and antivirus
- Run a disk cleanup
- Run a disk defragmenter
- Clean out the dust from inside the computer
- Re-organize and declutter the desktop
- Check for any hardware problems and replace any broken parts

Take advantage of the free Digital Distraction Workshop [here](#).