



Digital Decluttering

Work Portfolio

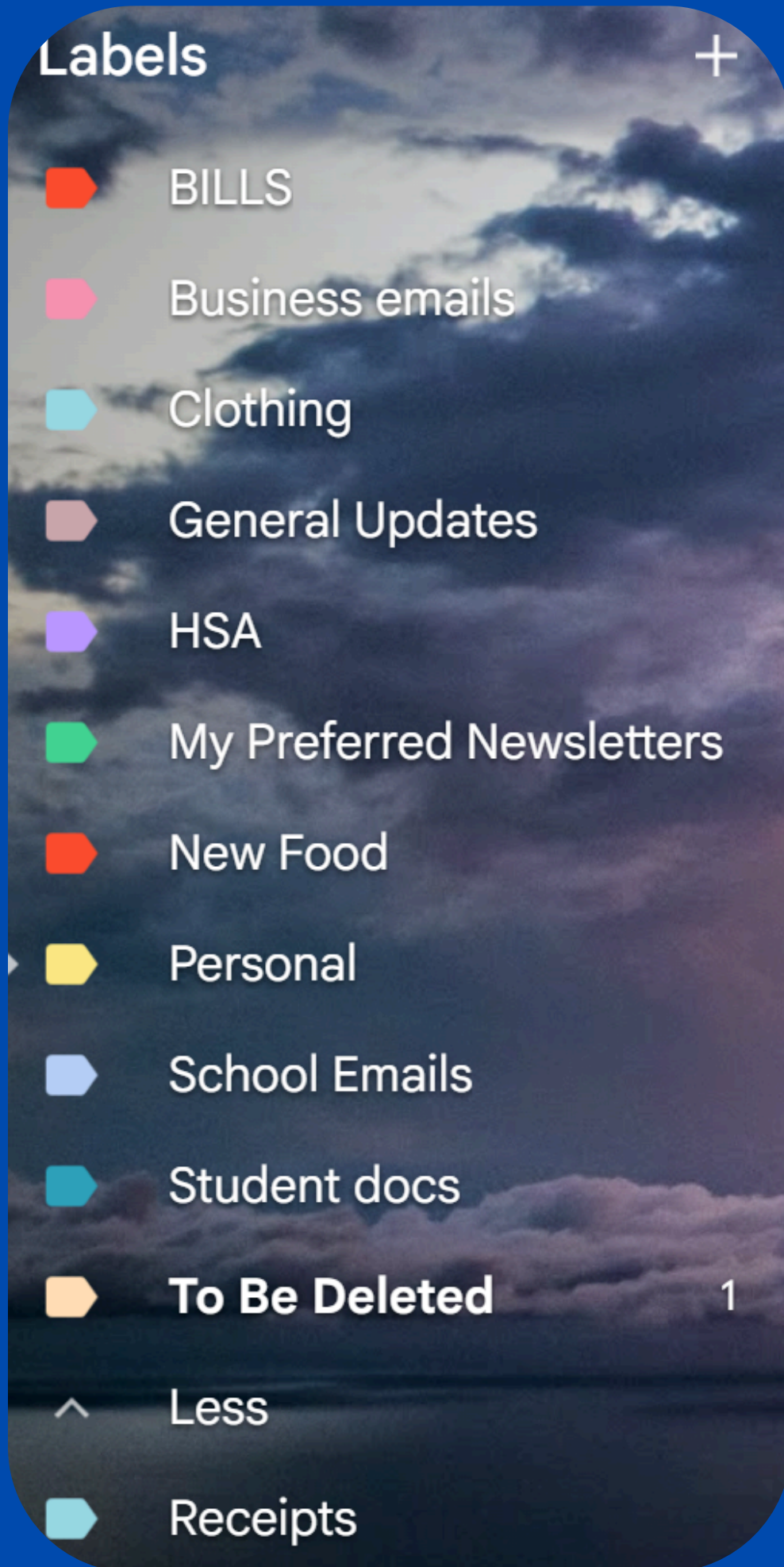
This portfolio is to showcase the before and after file organization using google drive.

A photograph of a desk setup. In the center is a silver laptop with a blank white screen. To the left of the laptop is a dark grey mug. To the right is a stack of four books. The background is dark, and the desk surface is also dark. The overall scene is clean and organized.

What is **Digital Decluttering?**

This is the process of organizing, simplifying, and streamlining your digital spaces such as cloud storage, computers, email, and devices by eliminating unnecessary files, organizing essential ones, and creating a system that increases productivity and reduces digital overwhelm.

Digital decluttering is like spring cleaning for your digital life. I help you eliminate chaos, organize your files, and set up systems so you can focus on what matters, without being bogged down by digital clutter.

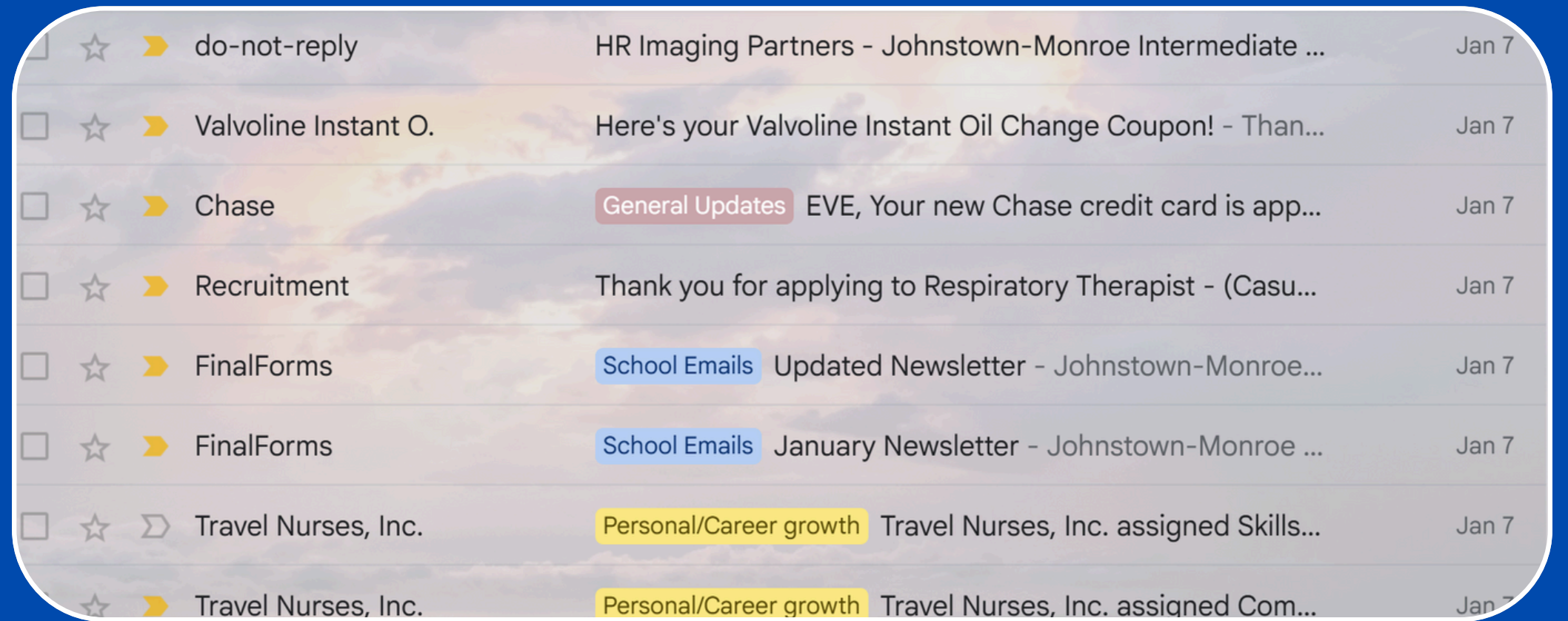


Digital decluttering:

My Transformative Email and Google Drive Cleanup

Before decluttering, my digital workspace was overwhelmed with clutter over 4,000 unorganized emails and more than 500 files scattered across my Google Drive without any folders. The chaos made it nearly impossible to quickly find what I needed, costing me time and productivity.

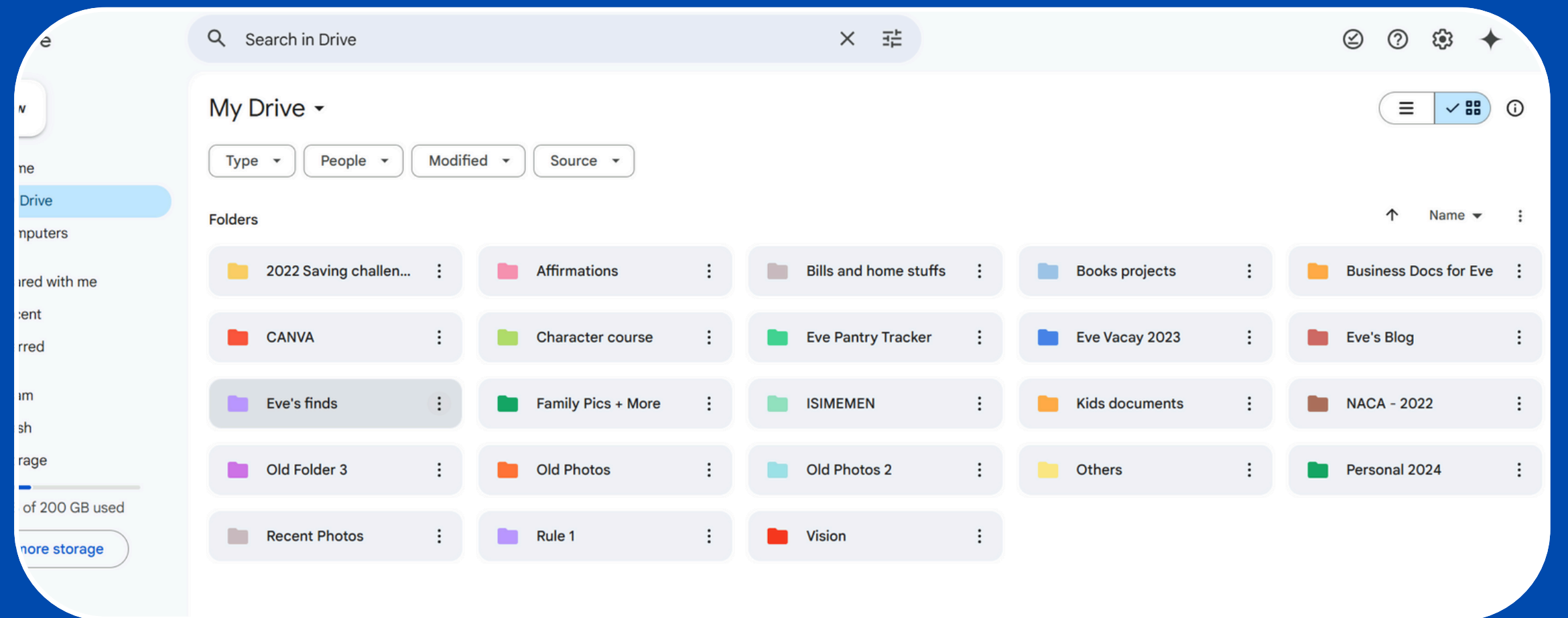
How I DID IT



Email Organization

- Created labels and filters with color-coded categories to streamline email management.
- Designed an automated system where incoming emails are instantly sorted into their designated folders, ensuring I never lose track of important messages.
- Archived and deleted unnecessary or outdated emails, significantly reducing clutter in the inbox.

How I DID IT



Google Drive Revamp

- Organized all files into logical and clearly labeled folders to create a cohesive structure.
- Designed sharable folders with descriptive titles to make collaboration easier and more efficient.
- Deleted redundant or irrelevant files, keeping only what was essential.
- Applied a consistent naming convention for files to facilitate quick searches and retrieval.

RESULTS



The transformation has been remarkable. My inbox is now a stress-free space where everything is sorted and easy to find, and my Google Drive has become a productive hub where every document has a clear place. Collaboration is smoother than ever with structured sharable folders, and navigating my digital world feels effortless.

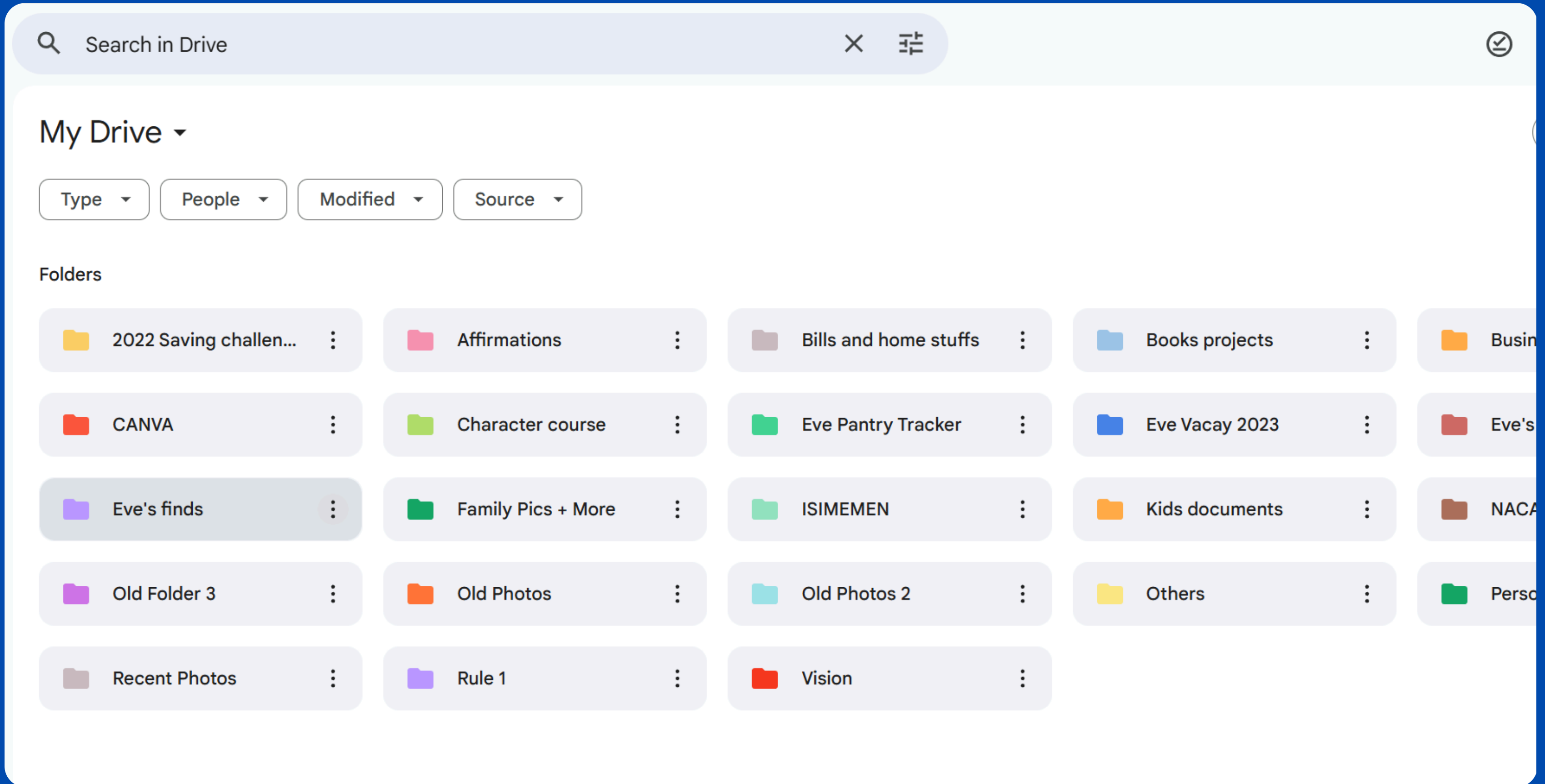
This process not only saved me time but also significantly reduced the overwhelm of managing my digital workspace.



Emails organized by labels


<input type="checkbox"/>	☆	▶	Terri Savelle Foy	My Preferred Newsletters	Here'...	Unsubscribe	📄	🗑️	✉️	🕒
<input type="checkbox"/>	☆	▶	do-not-reply		HR Imaging Partners - Johnstown-Monroe Intermediate ...					Jan 7
<input type="checkbox"/>	☆	▶	Valvoline Instant O.		Here's your Valvoline Instant Oil Change Coupon! - Than...					Jan 7
<input type="checkbox"/>	☆	▶	Chase	General Updates	EVE, Your new Chase credit card is app...					Jan 7
<input type="checkbox"/>	☆	▶	Recruitment		Thank you for applying to Respiratory Therapist - (Casu...					Jan 7
<input type="checkbox"/>	☆	▶	FinalForms	School Emails	Updated Newsletter - Johnstown-Monroe...					Jan 7
<input type="checkbox"/>	☆	▶	FinalForms	School Emails	January Newsletter - Johnstown-Monroe ...					Jan 7
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<input type="checkbox"/>	☆	▶	Travel Nurses	Personal/Career growth	Thank You For Applying To RRT - ...					Jan 7

Google Drive organized











Organizing my folders

Move “Decluttering Specialist Start”

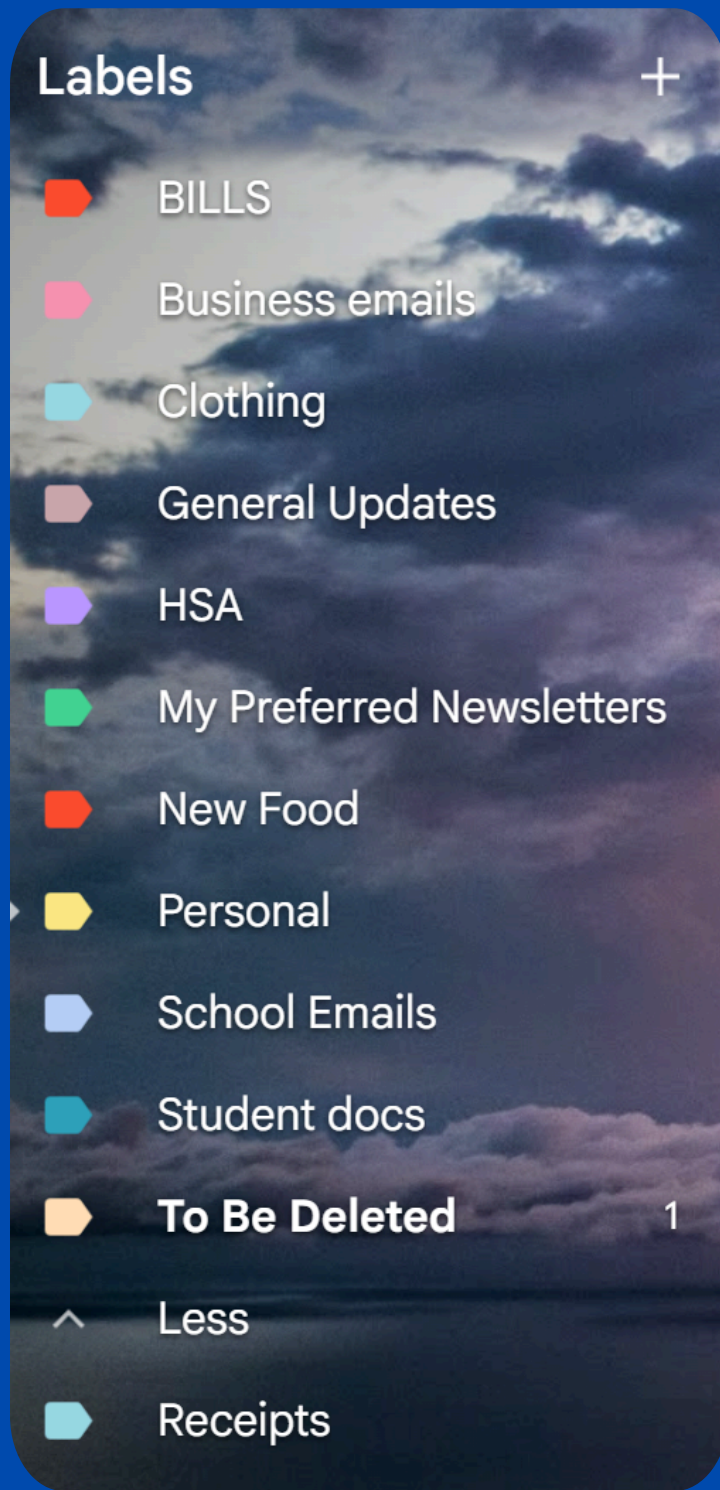
Current location: My Drive 

Suggested Starred All locations

-  Business Docs for Eve
-  Personal 2024
-  Old Photos
-  Others
-  Family Pics + More
-  Recent Photos
-  Old Folder 3
-  Old Photos 2

My Drive > Business Docs for Eve

Cancel Move



Label organizes emails
with titles for easy
access and deletion.



Contact Information

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