

A FREE GUIDE FOR A CALMER PHONE

THE 30-MINUTE DIGITAL RESET

Clean up your notifications, inbox, passwords, photos, and home screen — with simple, side-by-side steps for iPhone and Android. No new apps. No hour-long overhaul. Just 30 focused minutes.

30

MINUTES TOTAL

05

AREAS COVERED

2

PLATFORMS: IOS + ANDROID

START HERE

Welcome To Your Reset

Your phone was supposed to make life easier. Somewhere along the way it turned into forty unread badges, a camera roll you're almost afraid to open, and a password you've reused since 2019.

This isn't about becoming a minimalist or deleting the apps you love. It's about spending thirty focused minutes clearing the noise so your phone works for **you** again — not the other way around.

How This Guide Works

1	Notifications	6 MINUTES
2	Inbox	6 MINUTES
3	Passwords	6 MINUTES
4	Photos	6 MINUTES
5	Home Screen	6 MINUTES

Before You Start

GET READY

- Set a timer for each section so you keep moving.
- Know your Apple ID or Google account password.
- Put other distractions away for these 30 minutes.

KEEP IN MIND

- This isn't a test — skip anything that doesn't apply.
- Progress over perfection. Any step you finish counts.
- Menu names shift slightly between software versions.

 IPHONE

 ANDROID

— find your device in each section below



WHY IT MATTERS

Most phones get pinged dozens of times a day by apps that have nothing urgent to say. Every buzz pulls your attention — even when you don't pick up the phone. Cutting non-essential notifications is the fastest way to feel calmer within minutes.

Your goal: only apps that need your immediate attention — calls, texts, calendar — should be allowed to interrupt you. Everything else can wait until you open it yourself.

IPHONE STEPS

- 1 Open **Settings** and tap **Notifications** (on newer software, tap **Apps**, then choose an app to reach its Notification settings).
- 2 Tap any app that doesn't need to reach you instantly — shopping apps, games, and social media are usually the worst offenders.
- 3 Turn off **Allow Notifications** entirely, or keep it on and turn off **Sounds** and **Badges** so it stays silent.
- 4 Repeat for at least **5 apps** that have been notifying you out of habit, not necessity.
- 5 **Quick trick:** long-press any notification in your list and tap **Turn Off** or **Deliver Quietly** to silence it on the spot.

ANDROID STEPS

- 1 Open **Settings** and tap **Notifications**, then **App notifications**.
- 2 Tap **All apps** to see your full list — not just the "most recent" shortcut.
- 3 Tap into any non-essential app and turn its notifications off, or open its categories and disable just the noisy ones (like "Promotions").
- 4 Repeat for at least **5 apps** you don't need real-time alerts from.
- 5 **Quick trick:** swipe down on any notification, tap the gear icon beside it, and turn it off without leaving your notification shade.

DO THIS NOW

Pick your five worst offenders — the apps that buzz the most and matter the least — and silence them before moving on to the next area.

**WHY IT MATTERS**

An inbox with thousands of unread emails isn't just visually overwhelming — it hides the messages that actually matter. You don't need to reach zero today. You need a system that makes today's important email easy to spot.

Your goal: clear out the obvious junk, unsubscribe from a few repeat offenders, and set up one way to flag what's actually important.

IPHONE STEPS — MAIL APP

- 1 Open **Mail** and go to **All Inboxes**.
- 2 Tap **Edit**, select a batch of old promotional or automated emails, and tap the trash icon.
- 3 Open a marketing email — Mail usually shows an **Unsubscribe** banner under the sender's name. Tap it for at least **3 senders** you no longer want.
- 4 Tap a sender's name and choose **Add to VIP** for the 3–5 people whose emails you never want to miss.
- 5 Go to **Mailboxes > Trash**, tap **Edit**, then **Delete All** to empty it for good.

ANDROID STEPS — GMAIL APP

- 1 Open **Gmail** and tap the **Promotions** tab (or search **category:promotions**).
- 2 Long-press one email to enter selection mode, tap several more to batch-select, then tap **Delete** or **Archive**.
- 3 Open a marketing email and tap **Unsubscribe** near the sender's name — repeat for at least **3 senders**.
- 4 **Star** the senders that matter most, or create a label for your top priorities so they stand out.
- 5 Open the menu, tap **Trash**, and tap **Empty Trash now** to clear it out completely.

DO THIS NOW

Unsubscribe from three senders and empty your trash. That alone keeps your inbox from silently refilling.



WHY IT MATTERS

Reused and weak passwords are the number one way accounts get broken into. If one site you use gets breached, attackers try that same password everywhere else. Six minutes here can prevent a very bad day later.

Your goal: find your weakest and most-reused passwords, and fix the worst two or three right now.

📱 IPHONE STEPS — PASSWORDS APP

- 1 Open the **Passwords** app and unlock it with Face ID, Touch ID, or your passcode.
- 2 Tap **Security Recommendations**. This flags any password that's weak, reused across sites, or found in a known data leak.
- 3 Tap one flagged account, choose **Change Password on Website**, and update it there — many sites let Passwords generate and save a strong one automatically.
- 4 Fix at least **2–3** of the highest-risk accounts first — start with email, banking, and anything reused everywhere.
- 5 Turn on **Sign in with Apple** where it's offered going forward — one less password to manage.

📱 ANDROID STEPS — GOOGLE PASSWORD MANAGER

- 1 Open **Chrome**, tap the three-dot menu, then **Settings > Google Password Manager**.
- 2 Tap **Checkup** to scan your saved passwords for ones that are exposed, weak, or reused.
- 3 Tap a flagged password, then **Change password** to update it directly on the site or app.
- 4 Fix at least **2–3** of the riskiest accounts first — anything marked "exposed" is the top priority.
- 5 Turn on **2-Step Verification** for your Google Account while you're in there — the best backup to a strong password.

DO THIS NOW

Fix your top two flagged passwords, starting with anything marked "exposed" or "compromised."



WHY IT MATTERS

Thousands of blurry duplicates, screenshots, and one-off photos slow your phone down and bury the pictures you actually care about. This is usually the fastest way to free up real storage space.

Your goal: clear out the obvious clutter — duplicates, screenshots, and Recently Deleted — without spending an hour scrolling.

📱 IPHONE STEPS — PHOTOS APP

- 1 Open **Photos**, tap **Albums**, and scroll to **Utilities**.
- 2 Tap **Duplicates**. Photos automatically finds matching images — tap **Merge** on any pairs you don't need two copies of.
- 3 Tap **Screenshots** under Media Types, select the ones you no longer need, and delete them in bulk.
- 4 Back in Utilities, tap **Recently Deleted** — deleted photos still count against your storage for 30 days. Select what you're sure about and tap **Delete** for good.
- 5 Scroll your camera roll for 60 seconds and swipe-delete the obvious blurry or duplicate shots you spot.

📱 ANDROID STEPS — GOOGLE PHOTOS

- 1 Open **Google Photos**, tap your profile photo, then **Photos settings** > **Free up space** to see what's already backed up and safe to remove.
- 2 Check the **Library** or **Utilities** tab for a **Duplicates** suggestion, and tap **Delete** or **Clean up** on any it finds.
- 3 Search "**screenshots**" in the search bar, select the ones you don't need, and delete them in bulk.
- 4 Tap your profile photo, tap **Trash**, and **Empty trash now** — Google Photos otherwise holds deleted items for 60 days.
- 5 Scroll your camera roll for 60 seconds and delete the obvious clutter you spot.

DO THIS NOW

Clear your Duplicates album and empty Recently Deleted or Trash — usually the single biggest storage win.



WHY IT MATTERS

A cluttered home screen means more time hunting for the app you actually want, and more temptation to tap the ones you're trying to use less. A clean home screen is a small, visible signal that you're back in control.

Your goal: keep only the apps you use every day on your main screen. Everything else still exists — it's just not competing for your attention.

IPHONE STEPS

- 1 Touch and hold any app icon until the icons start to jiggle.
- 2 For apps you rarely open, tap the minus icon, then choose **Remove from Home Screen** — it stays installed and searchable in your **App Library**.
- 3 Drag one app onto another to create a folder, and group similar apps together.
- 4 Rearrange so your most-used apps sit on your first Home Screen page, within thumb's reach.
- 5 Tap **Done** when you're finished.

ANDROID STEPS

- 1 Touch and hold any empty space on your home screen to enter edit mode.
- 2 Touch and hold an app you rarely use and drag it toward **Remove** — it stays installed and accessible in your full app list.
- 3 Drag one app onto another to create a folder — group similar apps and give the folder a name.
- 4 Rearrange your most-used apps within thumb's reach, and consider a widget (calendar, weather) to replace an icon you'd otherwise tap constantly.
- 5 Tap outside the icons to save your layout.

DO THIS NOW

Get your Home Screen down to one page of only the apps you use daily. Move the rest to a folder or your App Library / app drawer.

You Did It. Now Keep It That Way.

A reset isn't a one-time event — it's a habit. The good news is maintenance takes minutes, not thirty. Build these small check-ins into your routine and the clutter never gets the chance to pile back up.

WEEKLY

2 minutes

- Swipe-delete a handful of new junk emails and unsubscribe from one new sender.
- Clear out notifications you don't recognize needing.

MONTHLY

10 minutes

- Re-run the Photos and Passwords sections — Duplicates and Security Recommendations refill fast.
- Delete apps you downloaded on a whim and haven't opened in 30 days.

QUARTERLY

30 minutes

- Do the full reset again, start to finish.
- Review which apps still deserve a spot on your Home Screen.

"Progress isn't about a perfect phone. It's about a phone that isn't running your life. Small steps, every week — that's the climb."

PRINTABLE

The 30-Minute Digital Reset — Checklist

Print this page and check off each box as you go.

NOTIFICATIONS · 6 MIN

- ☐ Turned off notifications for 5+ non-essential apps
- ☐ Silenced badges/sounds for apps you're keeping installed

INBOX · 6 MIN

- ☐ Deleted a batch of old promotional emails
- ☐ Unsubscribed from 3+ senders
- ☐ Added top senders to VIP / starred them
- ☐ Emptied Trash

PASSWORDS · 6 MIN

- ☐ Ran Security Recommendations / Password Checkup
- ☐ Fixed top 2–3 flagged passwords
- ☐ Turned on 2-Step Verification / Sign in with Apple where possible

PHOTOS · 6 MIN

- ☐ Merged duplicate photos
- ☐ Deleted old screenshots
- ☐ Emptied Recently Deleted / Trash

HOME SCREEN · 6 MIN

- ☐ Removed rarely-used apps from Home Screen
- ☐ Created folders for similar apps
- ☐ Arranged daily apps within thumb's reach

Total time invested:

~30 minutes

Small Steps. Real Progress.

Thanks for taking these thirty minutes for yourself. Your phone won't stay perfectly clean forever — nothing does. But now you know exactly how to reset it, any time the clutter starts creeping back in.

THE HUMBLE CLIMB

One small step at a time • © 2026