










TIDYING UP YOUR TECH CHECKLIST

Declutter your digital life with these online security tips. Simply print this checklist and complete one item a day for 10 days of spring cleaning, cybersecurity style.

- Purge your smartphone of unused apps. 
- Turn off Bluetooth when not actively using it. 
- Use a virtual private network (VPN) to cloak your digital footprint from prying eyes. 
- Police your passwords. Use a password manager and passphrases to stay organized. 
- Show gratitude to apps and devices by keeping them updated with the latest software. 
- Set up automatic cloud backups to avoid losing cherished data if a device crashes or is lost. 
- Spark joy by folding in two-factor authentication as an added layer of security. 
- Conduct a permissions audit to see which apps allow location tracking or other intrusive functions. Deactivate any unnecessary tracking. 
- Review which apps have access to email and social media accounts and make sure each permission is warranted. 
- Clean up your email inbox. Be grateful for newsletters you no longer need, but remain open to letting them go by hitting unsubscribe. 