

Digital Declutter Worksheet

Step 1: Assess your current screen time

- On average, how many hours per day do you spend on screens (phone, computer, TV, tablets)?
_____ hours
- Which apps or websites do you use the most? List your top 5:
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____

Step 2: Identify stress triggers in your digital life

- Which digital activities increase your anxiety or stress? (e.g., social media, news, emails)

- How do you usually feel after using these apps/websites? (e.g., overwhelmed, jealous, tired)

Step 3: Set your digital boundaries

- Decide on screen-free times during your day (e.g., during meals, 1 hour before bed):

- List apps or notifications you will mute or delete to reduce distractions:
 1. _____
 2. _____
 3. _____
- Choose a daily screen time limit for non-work activities:
_____ minutes/hours

Step 4: Create a digital detox plan

- Choose a day or specific hours for a digital detox (no screens):

- List alternative calming activities to do during this time (e.g., walk, read, meditate):

1. _____
2. _____
3. _____

Step 5: Reflect on your progress

- After one week, how do you feel about your screen time habits?

- What changes have you noticed in your anxiety or mood?

- What will you continue to improve?

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