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HOW TO ORGANIZE YOUR DIGITAL LIFE

Improve your environment

Your workplace should be a focused space, the less non-essential accessories you have, the easier it is to clean and keep it organized, leaving only the ones you really need.

Do not keep documents or reminders on your desk, confirm whether you need to keep them in a safe place or throw them away.

Before ending your day, clean your desk and workspace, allowing for a focused start the next morning.



Fewer things in your inbox

Let us be honest, we got a lot of messages. Many of them are real lists of tasks that hinder the accomplishment of anything useful. So, have as few of them standing in your inbox.

The easiest way to get rid of it is to group everything by sender and delete or mass-archive multiple messages from specific senders at once.

Also scan your inbox for signatures that you have never read and goodbye to any signatures that you do not find of interest or value.



Finish your tasks

It sounds simple, but you need to finish the tasks as soon as possible, and if they can be done in a few minutes, just do them. Finishing them will help to save time, avoid added stress and not disturb the rest of your day.

Whenever you can, work with any application you are using in full screen mode. This reduces the distraction from other applications and windows that you have opened and helps to overcome the desire to perform various tasks.

Create a mental process to organize and perform tasks, grouping them into categories that you still need to do, are doing and tasks completed.



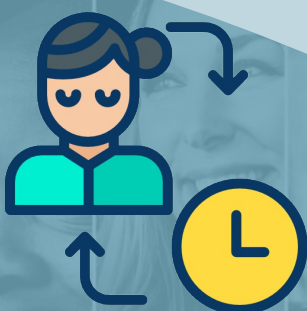
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Organize and clean your device

You must have a work area completely covered by random items that never opens. This makes it more difficult to find the applications and files you need to use regularly.

Be relentless: drag as many as possible into the trash and archive the rest by type. Do the same with your downloads and documents folders.

For apps, you should not need two or more apps that do the same things. See all the apps on any device you own and uninstall the ones you do not need.



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Fewer notifications and dispersions

Notifications and alert sounds are no longer important when they happen all the time, hindering your productivity.

Disable non-essential notifications in all applications, including social networks, that you use and make sure you are receiving only the essential ones.

Use the on-screen time tracking apps to find out what you are doing, for how long and reduce non-essentials.



Find the balance

Get away from everything that is digital for a while. Interruption will disrupt your digital habits and allow you to think about how to best use digital tools.

Develop a checklist and set aside time on your calendar at regular intervals to go through your digital organization.

The effort to organize and keep your digital office is just as important as keeping your physical office.

