Digital Habits: How to Organize Your Digital Life

Follow these eight tips to help you form monthly digital habits to keep you organized:

1. **Backup and recovery:** No matter how careful you are, you may be hacked. If that is the case, often the only way you can recover your personal information is to restore from a backup. Ensure you can recover your most important information by creating and scheduling automatic backups.

2. **Delete unused programs:** Delete any unused programs or apps on your mobile devices and computers. The fewer apps you have, the more secure your system and your information. Ensure all your devices and apps come from a trusted vendor.

3. **Update devices and apps:** Update all of the devices and apps you have, and where possible enable automatic updating. These updates are nothing more than a small program, typically installs itself and fixes the vulnerability.

4. **Clear your browser history:** Review the permission settings; do the plugins really need access to your location, passwords, or contact lists?

5. **Social media privacy settings:** Review your privacy settings and delete any photos and videos that are no longer needed. You can also search for yourself on a search engine and see what information is out there about you. Additionally you can view how your profile looks to the public.

6. **Clean your workspace:** Clean your desk, drawers, wipe any old hard drives and USBs. Perhaps even destroy any sticky notes or diaries with too much information. Consider investing in a document shredder if you don't have one.

7. **Review your passwords:** If you find it difficult to manage your passwords, consider using a password manager. Enable two-factor authentication (2FA) whenever possible, especially for your online accounts.

8. **Organize your email:** Check your inbox and folders including spam for all your accounts. Delete what you don't need, and organize what you do. Pay particular attention to any sensitive documents, such as those with your date of birth or Social Insurance Number.