

### GTD Digital Collection/Organization Trigger List

Along with physical and mental collection GTD has you regularly 'collect' your digital items that aren't where they belong or have action items associated with them. Below are examples of areas our group has come up with a list of 'triggers' that help you come up with the "to dos" needed to collect and keep current your digital life.

This is not an exhaustive list in that there are much more types of digital pieces someone could be dealing with but covers a lot of major ones and gives you a good idea of what to consider when creating your own trigger list.

#### **Mobile Devices (iPods, Phones, eReaders, Tablets, Cameras, Audio Recorders, Etc.):**

- Photos Downloaded/Uploaded/Backed Up/Removed
- Videos Downloaded/Uploaded/Backed Up/Removed
- Music Downloaded/Uploaded/Backed Up/Removed
- Movies/TV Shows Downloaded/Uploaded/Backed Up/Removed
- Books Downloaded/Uploaded/Backed Up/Removed
- Apps Downloaded/Uploaded/Backed Up/Removed/Updated
- Games Downloaded/Uploaded/Backed Up/Removed/Updated
- Documents Downloaded/Uploaded/Backed Up/Removed
- Voice Memos/Call Recordings Downloaded/Uploaded/Backed Up/Removed
- Text Messages Backed Up/Cleared/Protected
- Call Lists Cleared/Processed For New Numbers To Save
- New Address Book Contacts Backed Up
- Email and Phone Number Contacts Merged
- Browser/App History And Cache Cleared
- Notifications Updated
- Home Screen(s) Organized
- Unneeded Apps Uninstalled
- Location Preferences Cleaned Up
- Security And Network Settings Cleaned Up
- Wireless Networks Cleaned Up
- Device Sync'd/Backed Up
- Software (OS) Updated
- Do Diagnostic Scans For Malware/Viruses/Hardware Issues

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### **Browsers:**

- Cache/Cookies Cleared
- Browsing History Cleared
- Sessions Cleared/Organized
- Form and Password Data Cleared
- Downloads Cleaned Up
- Downloads List Cleared
- Bookmarks/lets Corralled/Removed/Updated/Snyc'd/Organized
  - Note: Don't Forget The Bookmark Bar
- Plug-Ins/Add Ons/Extensions Updated/Removed
- Settings Checked/Updated
- Tabs Closed/Links Collected
- Chrome Profiles Checked/Updated/Removed
- Passwords Changed For Vital Sites (See Below)

### **Social Networks:**

- Privacy Settings Updated
- Account Settings Updated
- Notification Settings Updated
- Likes/Circles/Follows/Subscribes Updated
- Groups/Pages/Etc. Added/Removed
- Apps Added/Removed
- Friend/Connections/Circle/Follow Lists Updated
- Messages Read/Replied To/Archived/Deleted (Don't Forget "Other" Inboxes)
- Friend/Connection/Circle/Page Requests Responded To
- Account Content Backed Up/Exported
- Security/Two Factor Settings Reviewed/Updated
  - Note: Don't Forget To Make Sure You Have Backup Codes Stored/Accessible

*List continues on next page...*

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### **Chat/IM Programs (Trillian/Pidgin/Skype/AIM/Etc.):**

- Privacy Settings Updated
- Account Settings Updated
- Notification Settings Updated
- Other Preferences Updated
- Apps/App Connections Added/Removed/Updated
- Plugins Updated
- Themes/Skins Updated
- Logs Reviewed/Backed Up
- Profiles Updated
- Friend/Contact/Connection/Circle/Page Requests Responded To
- Contact Lists Updated/Cleaned Up (Including Reviewing Blocked Contacts)
- Status Messages And “Auto-Reply” Messages Reviewed/Updated/Removed
- Security/Two Factor Settings Reviewed/Updated
  - Note: Don't Forget To Make Sure You Have Backup Codes Stored/Accessible

### **Google Docs/Dropbox:**

- Organize Docs
- Remove Unneeded Docs
- Export/Backup Current Docs
- Transfer Ownerships
- Add/Remove Contributors/Sharing Settings
- Update/Change Password
- Security/Two Factor Settings Reviewed/Updated
  - Note: Don't Forget To Make Sure You Have Backup Codes Stored/Accessible

### **Calendar (Outlook/Google/iCal/Etc.):**

- Shared Calendar Settings Reviewed/Updated
- Recurring Calendar Appointments Reviewed/updated
- Add-ons/Extensions/Labs/Plugins/App Shares Reviewed/Updated
- Security/Two Factor Settings Reviewed/Updated
  - Note: Don't Forget To Make Sure You Have Backup Codes Stored/Accessible

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### Task Management Software:

- Tasks Completed/Deferred/Delegated
- Recurring tasks Reviewed/Updated
- Categories (Folders, Tags, etc.) Updated
- Sync'd With Calendar (Google, Mobile, Etc.)
- Add-ons/Extensions/Labs/Plugins/App Shares Reviewed/Updated
- Security/Two Factor Settings Reviewed/Updated
  - Note: Don't Forget To Make Sure You Have Backup Codes Stored/Accessible

### Laptops/Desktops/Netbooks/Ultrabooks:

- Documents Downloaded/Uploaded/Backed Up/Removed
  - Note: "Vital" Documents (Legal, Taxes, Etc.) Have A Second Back Up (Fire/Water/Etc. Proof Drive, If Possible)
  - Note #2: Consider Hard Copies Of Vital Documents, Printed, And Filed
- Photos Downloaded/Uploaded/Backed Up/Removed
- Videos Downloaded/Uploaded/Backed Up/Removed
- Music Downloaded/Uploaded/Backed Up/Removed
- Movies/TV Shows Downloaded/Uploaded/Backed Up/Removed
- Software Updated
- Do Diagnostic Scans For Malware/Viruses/Hardware Issues

### Email:

- Incoming Tasks Completed/Deferred/Delegated -**Could Log In Task Management Software**
- Old Emails Are Archived (Not Deleted)
- Address Book Updated
- Mailing Lists Updated (See Above)
- Archive DB Backed Up (.ost/.pst Files For MS Outlook)
- Download/Export Webmail Emails
- Add-ons/Extensions/Labs/Plugins/App Shares Reviewed/Updated
- Disable any E-mail Addresses Not Being Used Anymore
- Security/Two Factor Settings Reviewed/Updated
  - Note: Don't Forget To Make Sure You Have Backup Codes Stored/Accessible

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### **RSS Reader/Read Later/Instapaper:**

- Feeds Removed/Added/Organized
- Review "Read Later" Tag/Folder And File Into Task Manager
- Outdated Articles Are Removed
- Reference Articles Are Downloaded And Filed (Evernote, Copy/Paste)
- Security/Two Factor Settings Reviewed/Updated
  - Note: Don't Forget To Make Sure You Have Backup Codes Stored/Accessible

### **Storage Devices/Backups/Offsite Storage:**

- External HDDs/SSDs Contents Downloaded/Uploaded/Backed Up/Removed
- Flash Drives Contents Downloaded/Uploaded/Backed Up/Removed
- Old Internal HDDs/SSDs Contents Downloaded/Uploaded/Backed Up/Removed
- Carbonite/Crash Plan/External Backup Solutions Settings Reviewed
- Archival Media - CDs/DVDs/Floppies/Etc. Contents Downloaded/Uploaded/Backed Up/Removed
- Do Diagnostic Scans For Malware/Viruses/Hardware Issues
- Security/Two Factor Settings Reviewed/Updated
  - Note: Don't Forget To Make Sure You Have Backup Codes Stored/Accessible

### **Evernote/Note-taking Software:**

- Notes Backed Up/Removed
- Notes Updated/Sorted
- Account Settings Reviewed/Updated
- Subscriptions Reviewed/Updated
- Security/Two Factor Settings Reviewed/Updated
  - Note: Don't Forget To Make Sure You Have Backup Codes Stored/Accessible

### **Online Services:**

- IFTTT Recipes Updated
- Budgeting Site Updated
  - Budgets Still Relevant
  - Reconciled With Bank Accounts

### Online Stores:

- Wish List Items Removed/Added
- Wish List Items Exported/Backed Up
- Registry Items Removed/Added
- Registry Items Exported/Backed Up
- Contact/Shipping/Billing Information Reviewed/Updated
- Payment Method Settings Updated
- Security Settings Updated
- Subscriptions Reviewed/Updated/Canceled

### Doctor/Medical Portals:

- Accounts Reviewed
- Contact Information Updated
- Health Information Updated
- Items Backed Up/Exported Where Possible

### Software Services:

- Journaling Software
- GPS Software Updates

### Personally Owned Websites/Blogs:

- Blog Comments Moderated
- Content Including Copy Made Up To Date (Old Content Purged)
- Contact Information Up To Date
- Base Software Updated
- Themes/Plugins Updated
- Hosting Setup Reviewed
- Website Backed Up/Exported
- All Connecting Applications Reviewed
- Security Checks Completed

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### **Externally Hosted/Personally Content Controlled Websites/Blogs:**

- Blog Comments Moderated
- Content Including Copy Made Up To Date (Old Content Purged)
- Contact Information Up To Date
- Base Software Updated
- Themes/Plugins Updated
- Hosting Setup Reviewed
- Website Backed Up/Exported
- All Connecting Applications Reviewed
- Security Checks Completed

### **Password Managers:**

- Change Meta/Master Password
- Re-generate Vital Passwords
- Confirm Signed Out Of Other Computers/Devices

### **Games (Friends / Quests / Goals / Subscriptions / Updates / Purchases):**

- Social
- Mobile
- MMO
- LPW
- Console
- PC

### **Ancestry:**

- Subscriptions
- Goals
- Documents / Media (Photos, Census Images, ...)
- Website Bookmarks
- Members to contacts / Info requests to follow up on

### **E-Fax/E-Voicemail Services:**

- Digital Voicemail (YouMail, VoiceCloud, Google Voice) Services
  - Contact Information Reviewed/Updated
  - Account Access Privileges Reviewed/Updated
  - Account Settings Reviewed/Updated
  - Inbox/Hang Up/Trash Type Folders Cleaned Up  
Inbox/Outbox Items/Folders Cleaned Up (Where Possible)
- E-Fax (MyFax, Etc.) Services
  - Contact Information Updated
  - Account Access Privileges Reviewed/Updated
  - Account Settings Reviewed/Updated
  - Inbox/Outbox Items/Folders Cleaned Up (Where Possible)

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