



The Digital Calm Framework

A simple check for reducing unnecessary digital friction.

1. Clear

Remove what doesn't need your attention.

Archive old emails, unsubscribe from noise and remove unnecessary apps, groups or accounts.

2. Contain

Give information somewhere to go.

Use folders, labels and simple categories so everything doesn't compete for attention at once.

3. Control

Decide what is allowed to interrupt you.

Turn off non-essential notifications and choose when you check email and messages rather than letting them decide for you.

4. Check

Ask whether your system is actually helping.

Does it make information easier to find, reduce interruptions and lower the number of things you need to remember?

The goal isn't a perfectly organised digital workspace.

It's one that asks less of you.
