PRACTICAL EBOOK AND WORKBOOK

Digital Productivity Basics

Tame your inbox, files, calendar and notifications with simple, tool-agnostic systems that work on any device.

SAMPLE

Digital Bundle House

Edition 1.0 · 2026 · Guide + workbook

Preview sample - selected pages only. The full guide and worksheets are in the paid download.

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How to use this book

You can apply everything here with the apps already on your phone and computer.

Digital productivity is less about speed and more about trust. When you trust that every task is written down, every file can be found and every appointment is in one calendar, your mind is free to focus on the work in front of you. This book builds that trust in five areas: capture, email, files, time and focus, and finishes with a weekly review that holds the system together.

Recommended order

Day	Chapter	Outcome
1	Chapters 1-2	Digital audit done; one task list and capture habit set up
2	Chapter 3	Inbox processed and email routine in place
3	Chapter 4	Folder structure and naming convention created
4	Chapter 5	Calendar set up with time blocks
5	Chapter 6	Notifications trimmed and first focus session done
End of week	Chapter 7	First weekly review completed

> **Tool-agnostic by design**
>
> Examples mention generic features (labels, folders, reminders, focus modes) that most email, calendar and note apps offer under slightly different names. Use whatever you already have before adding anything new.

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CHAPTER 1

Audit your digital life

You cannot organise what you have not looked at.

Start with a 20-minute audit. List the places where information reaches you or where you store it: email accounts, messaging apps, note apps, cloud drives, the desktop of your computer, paper notebooks and sticky notes. Most people find between eight and fifteen "inboxes", which explains why things get lost.

Audit questions

- How many email accounts do you check, and how many unread messages are in each?
- Where do you write down tasks? Count every app, notebook and sticky note.
- How many calendars do you use, and are they shared or merged?
- Where are your files saved: desktop, downloads folder, cloud drive, USB stick?
- How many notifications did your phone show yesterday? (Many phones report this in a screen-time or digital-wellbeing setting.)
- When did you last back up your files, and could you restore them?

> **Example: Priya's audit**
>
> Priya, a project coordinator, found 3 email accounts (2,140 unread), tasks in 4 places (a work app, a notes app, a paper notebook and sticky notes on her monitor), 2 calendars not linked to each other, 412 files on her desktop and downloads folder, and no backup of her personal laptop. Her goal: one task list, one calendar view, a clear inbox each week and a working backup.

Choose your core tools

Decide on exactly one place for each job. You can keep using several apps, but each type of information should have one home.

Job	One home (examples)
Tasks	A task app, a notes app checklist or a paper notebook
Appointments	One calendar, with other calendars overlaid on it
Reference notes	A notes app or a document folder
Files	One cloud drive or one Documents folder that is backed up
Passwords	A reputable password manager

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WORKSHEET 1

Digital audit

List every place information reaches you or is stored. Then choose one home for each job.

Inbox or storage place	Type	Items now	Keep / merge / remove

Job	My one home	Set up?
Tasks		
Appointments		
Reference notes		
Files		
Passwords		

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