

COACH'S CORNER

Coach's Corner is a DIEEC blog dedicated to providing fresh ideas for all early childhood education professionals.



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Spring Cleaning for Technology

It may be hard to believe, since many of us still have snow on the ground, but spring is just around the corner! Spring represents a time for new beginnings and an opportunity to let go of things that no longer serve us. As we embark on spring cleaning adventures in our homes and programs, it's also a great time to do a "technology cleanup!"



What is a technology cleanup?

Just as we might scrub our classrooms and offices for spring, a technology cleanup refreshes the digital spaces we inhabit every day. It's about more than just saving storage; it's a proactive way to boost your productivity, sharpen your focus, and ensure your technology runs safely and smoothly in the year ahead.

Ready to get started?

On the next page, you'll find some simple steps to help you declutter, organize, and refresh your digital space!

Digital Decluttering

Think of all the things that have transitioned to a digital format- documents, photos, books, and so much more. These are saved on our phones, tablets, laptops, and in the cloud. In addition, old emails can also take up space on your device or virtual/cloud storage. Digital clutter also makes it harder to find what you need, which can lead to anxiety and overwhelm. Don't miss important correspondence or max out your storage on things you no longer need- declutter!



Email Clean-Up

- Delete or archive old emails.
- Unsubscribe from listservs you are no longer interested in and promotional emails. Often, there's an unsubscribe link right in the email.



Photo Overload

Having a camera at all times is great, but scrolling through thousands of photos to find the one you want is definitely not. Delete the ones you don't need: the blurry shots, the 9 extras you took just to get one good one, the accidental pic of the inside of your purse. Keep the ones that are useful and meaningful.



Overwhelmed by the sheer number of photos? [Try these tips from the New York Times.](#)



App Audit

Go through your devices and take inventory of your apps.

- Consider deleting any apps that you have not used in the last 6 months.
- Organize your home screen with your most important apps.
- Create folders for the apps that you do not use frequently.

Organizing

Think of your digital files like papers in a filing cabinet. How do you find what you need?



Using Folders

Create folders to organize your files, and then make it a habit to file new items right away. You'll be able to find what you need much more easily.

- Digital photo albums are like folders: create albums for specific events, people or seasons.
- Already using folders? Take a few minutes to review the contents and move anything that is out of place to its correct home.
- Organize your most important apps on your device's home screen. Create folders for those you don't use frequently.



Organize Passwords

These days, it seems like everything we use requires a password!

- Store all of your passwords in a secure location. Google and Apple have password managers that you can access with facial recognition or a master password.



If your device has a notes app, you can store them in a locked note that you can access with facial recognition.



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Maintenance

Regular digital maintenance protects your data, extends device longevity, and ensures your most important memories stay secure.



Update your devices and apps to the latest versions.

Often, these updates include security patches, improved performance, and new features.



Make Backups.

Don't lose your important documents and photos!

- Cloud storage is a simple way to make sure you always have access to your photos and files.

- A few popular options for photo storage in the cloud include Google Photos, Amazon Photos, Dropbox, and iCloud (for Apple users).
- Dropbox, Google Drive, and iCloud are also good options for files. Backup your contracts, handbooks, forms, and templates.
- If you prefer to use a physical option for backups and storage, an external hard drive can be a relatively inexpensive option.



Scan for viruses.

If you don't have a virus scan regularly scheduled, now is a good time to do one. Not sure where to start? [Here are some reviews of free antivirus options.](#)

Social Media Refresh

If you have social media channels for your program, it is good practice to refresh them at least once a year.

- Make sure all program information (hours, contact info) is up to date.
- This is a great time to update photos and show off recent activities you're proud of!



Looking to up your social media game? Learn about features for scheduling posts and creating reels and stories. YouTube has lots of tutorials on how to navigate all forms of social media!

These simple steps can help your digital space feel more organized as we move into spring!

Resources

- [Your Digital Declutter Checklist \(Microsoft\)](#)
- [Organize Your Files in Google Drive](#)
- [Your Phone's Camera Roll is a Mess. Here's How to Clean It Up](#)
- [The Best Free Anti-Virus Software We've Tested for 2026 \(PCMag\)](#)