Year-End Digital Cleanup Checklist 2026

Dec. 1 to 31, 2026: accounts, backups, photos, subscriptions and devices

ACCOUNTS AND PASSWORDS

- [ ] Turn on multifactor authentication for email, bank and health accounts (CISA) — Dec. 1-7
- [ ] Replace weak passwords with ones of at least 16 characters, kept in a password manager (CISA) — Dec. 1-7

DEVICES

- [ ] Install all updates and turn on automatic updates (CISA) — Dec. 1-7

SUBSCRIPTIONS

- [ ] List every subscription and free trial; put each cancel date on your calendar (FTC) — Dec. 8-14
- [ ] Read how and when to cancel each free trial before it ends (FTC) — Dec. 8-14
- [ ] Dispute a charge you did not agree to if the company will not refund it (FTC) — Dec. 8-14
- [ ] Do not click unsubscribe in suspicious email; delete it (CISA) — Dec. 8-14

BACKUPS

- [ ] Keep 3 copies of important files on 2 kinds of storage, 1 off-site (CISA) — Dec. 15-21
- [ ] Test a restore of one file and one folder (CISA) — Dec. 15-21

PHOTOS AND FILES

- [ ] Delete duplicate photos; deleted ones stay 30 days (Apple, Google Photos) — Dec. 22-31
- [ ] Check storage: a Google Account has up to 15 GB shared (Google Photos Help) — Dec. 22-31
- [ ] Download a Google data archive within about 7 days (Google Account Help) — Dec. 22-31
- [ ] OneDrive restores: 30 days personal, 93 days work or school (Microsoft) — Dec. 22-31

NEXT

- [ ] Identity Theft Awareness Week (FTC) — Jan. 25-29, 2027

My notes

Source: CISA Secure Our World guidance and back-up page; Federal Trade Commission; Apple Support; Google Photos Help and Google Account Help; Microsoft Support. The week plan is ours.