# Year-End Digital Cleanup Checklist 2026

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

## DECEMBER 2026 CLEANUP PLAN (THE WEEKS ARE OURS)

**Week of Dec. 1 – accounts and devices**

- [ ] Turn on multifactor authentication for email, bank and health accounts (CISA)
- [ ] Replace weak passwords with 16+ characters in a password manager (CISA)
- [ ] Install all updates and turn on automatic updates (CISA)

**Week of Dec. 8 – subscriptions**

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

**Week of Dec. 15 – backups**

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

**Week of Dec. 22 – photos and files**

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

### Rules and limits

- Identity Theft Awareness Week is Jan. 25-29, 2027; a good time to check your accounts.

### 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.