



Digital Declutter

*Photos, files and mail piling up:
let AI put things back in order.*

10 prompts to make ChatGPT, Gemini or Le Chat your tidy-up assistant: it sorts your photos, empties your folders and lightens your inbox.

Free for the SYSTINFO community



GOOD TO KNOW

A guide, not a robot.

AI gives you the method, the sorting rules and clear file names in seconds. In 2026, dedicated tools (photo organizers, file renamers) even act right on your device. But AI does not tidy your folders for you and cannot see what matters to you: three reflexes first.

- **Back up before you delete**

A big clear-out is irreversible. Copy your important files to a drive or a cloud first, and empty the trash only after you have checked.

- **Your private files stay with you**

Never hand a sensitive document (ID, statement, password) to an online AI. For those files, prefer a tool that runs on your own device.

- **You keep the final say**

AI sorts by logic, not by memory. A blurry photo can still be precious: you decide what to keep and what to erase.

The right reflex: back up before you delete, keep sensitive files off online AI.



THE METHOD

Ten prompts, five steps.

Taking back control of your digital clutter needs no technical skill. These 10 prompts turn AI into a tidy-up assistant: it sorts, names and files, you approve. Adapt the words in brackets to your situation.

Every prompt follows the same recipe: Role, Context, Task, Format. Copy the structure, change the brackets.

01 Map the mess

· 2 prompts

02 Sort your photos

· 2 prompts

03 Organize your files

· 2 prompts

04 Declutter your inbox

· 2 prompts

05 Keep the order

· 2 prompts



The Audit

PROMPT TO COPY

Role: you are a digital organizer.

Context: my clutter is [scattered photos, a full Downloads folder, an overflowing inbox], on [phone, computer].

Task: help me size up what is overflowing and where to start.

Format: a list of zones to tidy, ranked from most urgent to least, with one line per zone.

What you get

A clear view of your mess. You finally know where to begin, without getting discouraged.



The Tidy-Up Plan

PROMPT TO COPY

Role: you are an organization coach.

Context: I want to tidy [chosen zone] in [time available, e.g. 30 min a day].

Task: break the tidy-up into small sessions I can actually keep up.

Format: a one-week plan, one short task per day, and the very first action to take right now.

What you get

A realistic plan, not a marathon. You move in small steps instead of putting it off again.



The Photo Sort

PROMPT TO COPY

Role: you are a photo-sorting specialist.

Context: I have [number] photos in a pile, with duplicates, blurry shots and screenshots.

Task: give me a simple method to sort fast, without looking at each one.

Format: the sorting rules (keep, file, delete), the order of steps, and the phone tools that help.

What you get

Thousands of photos sorted without losing your weekend.
You free up space and find your real memories.



The Story Album

PROMPT TO COPY

Role: you are a memory-album maker.

Context: I want an album of [event, year, person] from my photos.

Task: help me pick the best ones and order them so they tell a story.

Format: the criteria to keep a photo, a simple reading flow, and one caption idea per step.

What you get

A real album instead of a pile of images. Your memories become a story worth sharing.



The Emptied Folder

PROMPT TO COPY

Role: you are a file-organizing expert.

Context: my [Downloads, Desktop] folder is full of mixed files from months back.

Task: suggest a simple folder tree and a rule to file each item.

Format: a list of folders to create, the filing rule in one sentence, and what to do with files in doubt.

What you get

A folder finally tidy and a place for everything. You find your files at a glance.



Names That Speak

PROMPT TO COPY

Role: you are a file-naming specialist.

Context: my files have unreadable names [IMG_2837, final document v3, untitled].

Task: propose a clear naming rule I can follow every time.

Format: a name template (date, subject, version), three before-after examples, and a tip to rename in bulk.

What you get

Names you grasp at a glance. No more lost files or mixed-up versions.



The Lighter Inbox

PROMPT TO COPY

Role: you are an inbox coach.

Context: my inbox holds [number] unread mails and newsletters I no longer read.

Task: help me empty it in waves, without missing anything important.

Format: the steps in order (unsubscribe, archive, delete), and the rule to spot a mail worth keeping.

What you get

A breathable inbox in one session. You stop digging for the right mail under a pile of ads.



The Auto-Sort

PROMPT TO COPY

Role: you are an email-rules specialist.

Context: I always get the same kinds of mail [bills, schools, work, promos].

Task: explain how to create folders and filters that sort everything on their own from now on.

Format: the useful folders to create, the sorting rule for each, and the simple steps to set it up.

What you get

An inbox that tidies itself. Every new mail lands in the right place, effortlessly.



The Anti-Clutter Routine

PROMPT TO COPY

Role: you are a habits coach.

Context: I tidy well once, then the clutter comes back after [a few weeks].

Task: propose a small upkeep routine that is easy to keep up over time.

Format: a weekly ten-minute habit, a monthly check, and the trigger that reminds me to do it.

What you get

Order that lasts. Ten minutes a week are enough to never start all over again.



The Easy Backup

PROMPT TO COPY

Role: you are a data-backup advisor.

Context: I back up nothing and I fear losing [photos, important documents].

Task: explain a simple backup method within my reach, in plain words.

Format: the files to protect first, two places to copy them, and the recommended frequency.

What you get

Your memories and papers kept safe. A breakdown, a theft or a crash no longer wipes you out.



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