DIY:
DIGITAL CLEANUP

WORLD CLEANUP DAY | 18TH SEPTEMBER 2021

FACTS

Digital trash creates digital pollution that continues to consume energy. In clouds, through newsletters, uncleaned e-mail boxes and other data stored online, we use the energy from servers all over the world, but these usually do not run on clean energy.

Each year the internet and its supporting systems produce **900 million tons of CO2**, which is more than the annual output of Germany.

In 2030 the internet network might consume 20 % of the world's total energy.

FACTS

9.4 kg CO2 / month

are produced by an employee who participates in 15 hours of online meetings with their camera turned on.

By turning off the video he would save the same amount of emissions that are created by charging a smartphone each night for over 3 years (1151 days).

15,616 MWh *(Megawatt/ Std.)*

is the amount of energy that Google consumes each day.

This is more than Hoover Dam produces and it would power a whole country with 1 million inhabitants for a day.

FACTS

870 Mt CO2

Our limitless consumption of data today needs ***3 times more energy*** than all the solar panels in the world can produce.

Our internet craze works mostly on ***fossil fuels***, so clicking, scrolling, and streaming is responsible for more than 870 million tonnes of CO2, adding more force to the deadly global warming trend.
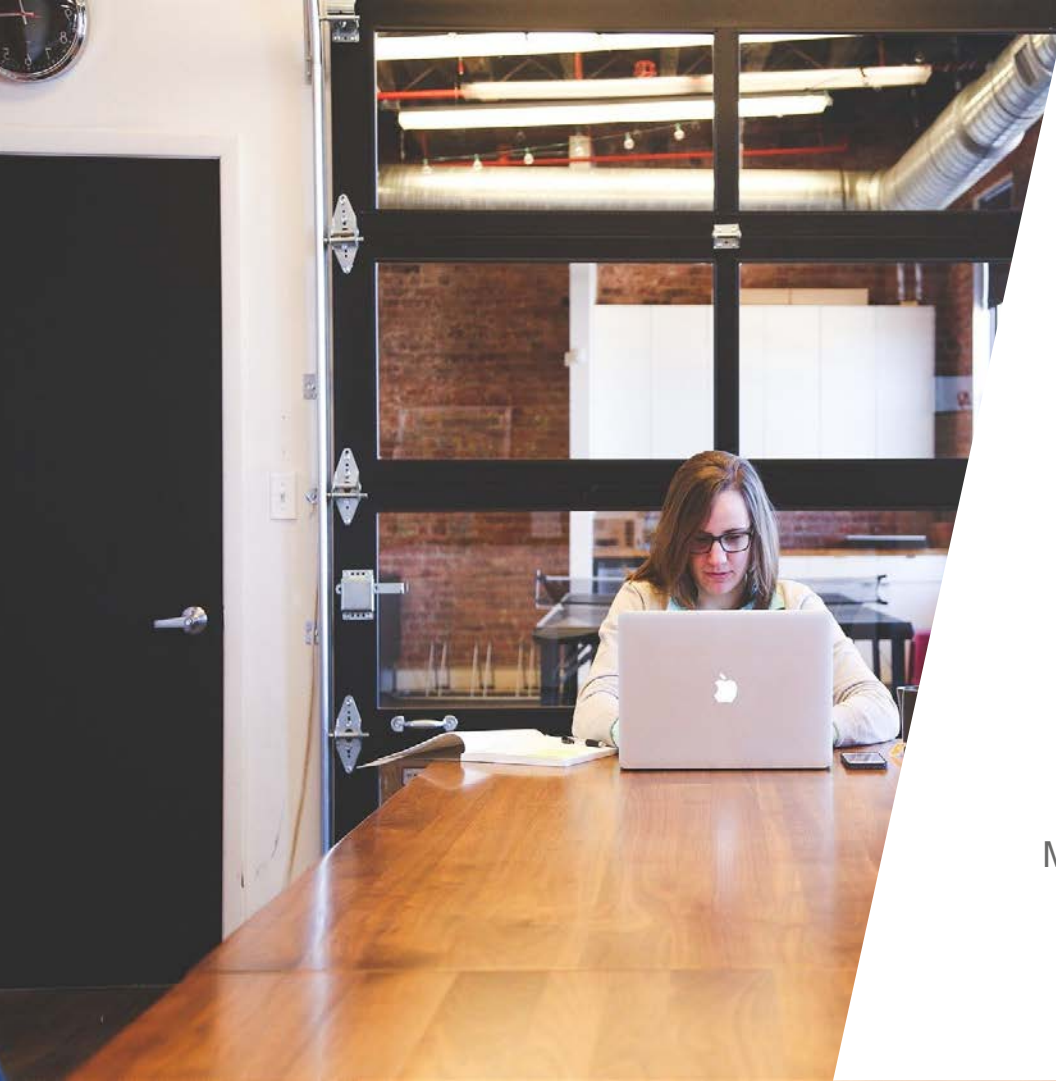
FACTS

240 Mio.

emails are sent each minute worldwide, of which 20 % are never even opened.

The space occupied by backups and unused files on servers cause unnecessary costs.

HOW TO REDUCE OUR DIGITAL FOOTPRINT

#1 IDENTIFY TRASH

- pointless copies
- forgotten backups to customer records kept for years just in case
- sending emails with or without files back and forth
- identify all files in virtual workspaces that are no longer needed
- backing up large files on servers in real time
- holding long meetings with videos streaming

Make an *overview* of what is business critical, what kind of records are required to be kept by the law, and by evaluating the efficiency of your digital procedures.

#2 USE ARCHIVE / MUTE

If you *archive* an e-mail, it will come back to your inbox when someone replies to it.

When you *mute* a message: Any replies stay out of your inbox. You can search for the conversation if you want to find it again.

#3 MAP YOUR DIGITAL WASTE

Find out where your forgotten digital trash is: check your *backups, e-mails, expired records and documents*, what is kept on servers, and where large files are kept.

#4 ORGANIZE A DIGITAL CLEANUP

Educate people about digital waste and organize a digital cleanup day. Encourage everyone to clean their personal and company devices.

Organize a **competition**, or challenge your friends, family or co-workers to participate.

#5 IMPLEMENT PRACTICES TO CONTROL DIGITAL WASTE

- Automate **deletion of expired files**
- **organize** virtual workspace in a way you would organize an office
- have less and more effective **video meetings**
- make sure you are using your virtual office **effectively**
- **educate** everyone in digital practices
- **give up systems** that don't serve you well

HOW DO I KNOW HOW MUCH
I DELETED?

DELETING EMAILS (GOOGLEMAIL)

CHECK MAILBOX SIZE

Open https://drive.google.com/settings/storage

or check on the bottom left corner

How to bulk delete emails
(via Business Insider)

DELETING EMAILS

1. *Filter emails* by the oldest one you have, and collect them into one folder.
2. Search for common names, addresses, and words to round up similar emails so you can *deal with them as mass*. Be bold and click the DELETE button.
3. Select *long conversations*, pick the newest one and DELETE everything else. If that is also not relevant, dare to get rid of the last one, too.
4. *Unsubscribe* from all newsletters that haven't won your deeper attention. You won't be reading them in future, for sure.
5. *FYI* emails (for your information) – just DELETE!
6. *OK* emails (chats with a large group of people, that you could do in other channels) – simply DELETE!
7. *Block unwanted senders*. Go to Home view > Junk > Block sender.
8. Turn off *email notifications* from apps and social media.
9. Delete *old appointments* from your online calendars.

CLEANUP MOBILE STORAGE

1. Write down the *current storage* space left on your mobile phone
   a. Android phones: Menu > Settings > Storage
   b. iPhones: Settings > General > Storage
2. Dare to *delete everything unnecessary*: Your phone should have at least 1 GB memory space free. Remove all *applications* that you haven't used or used only a few times. Be honest and brave! You can also delete your phone's preinstalled applications, but make sure that you don't remove system applications.
3. Care about your *cache*: It's worth clearing your phone's cache every now and then.
   a. On Android phones, go to Settings > Tap the Storage heading > Find the application you want to clear > Clear cache
   b. On iPhones, go Settings > Safari > Clear History and Website Data > Clear History and Data

Check also, how much space do your apps take, go Settings > General > Usage (iPhone). You should delete the heaviest apps and *reinstall* them again. You will be surprised how much more space this gives you.

CLEANUP MOBILE STORAGE

4. *Store* your important documents in the cloud and photos and videos on *external hard drives*. Do you really need ten versions of the same picture, or could you save only the best one?

5. Go back to the original storage size of your phone – see the number you wrote down in the beginning, then check the current size and do the calculations – how many GBs did you manage to delete?

6. Finally, fill out the number of deleted gigabytes.
   (via Google Docs)

THANK YOU !

Contact:
md.khan@stud.uni-heidelberg.de