



CLEANUP THE CLOUD

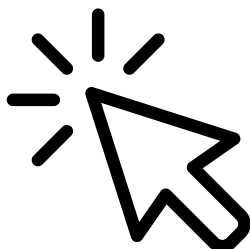


Use the “Three Buckets” Rule

Just like Max’s toys, everything in your cloud goes into one bucket:

Keep (you use it), Toss (junk or outdated), or Not Mine (someone else already has it).

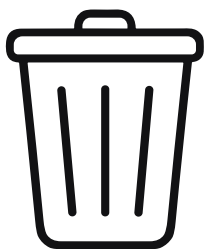
If it doesn’t fit, it doesn’t stay.



Keep Only What You Use

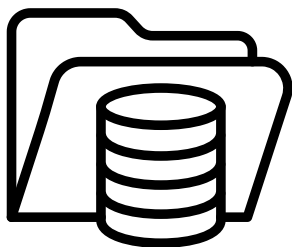
If you haven’t opened a file, photo, or email in a long time, ask yourself: Do I really need this?

If not, it’s probably slowing you down—just like clutter on the floor.



Delete Duplicates and Extras

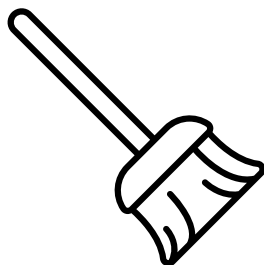
Two copies of the same toy? One has to go. Same for files—remove duplicates, extra downloads, and old versions you don’t need anymore.



Don’t Store What Isn’t Yours

If a file lives safely with someone else (shared drive, link, email thread), you don’t need your own copy.

Use the source—free up your space.



Clean a Little, Often

You don’t have to clean everything at once. Pick one folder, one inbox, or one photo group at a time—small cleanups keep clutter from piling up again.

Resources:

- cisa.gov/shields-up
- cyberhouserock.info
- cisa.gov/topics/cybersecurity-best-practices