

# Digital Reset

---

*Clarity is also designed.*

A calm guide for Mac users who want to cut digital clutter and get their focus back. Welcome and four modules. At your own pace, no pressure.

## CONTENTS

# What you'll walk through.

---

00

## Welcome

What Digital Reset is, how to go through it, and the five-minute setup.

---

01

## Visual Reset

Desktop, folder structure, file names, and downloads.

---

02

## Mental Reset

Tabs, notifications, focus, and separate desktops.

---

03

## Productivity Reset

The native Mac features and apps that actually save time.

---

04

## Mac Reset

Storage, login items, battery, backups, and maintenance.

---

---

And if you end up not feeling like doing it yourself, or you put it off too long, we also have an app that does it for you: Sophix.

MODULE 00 · OF 04

# Welcome.

*So your Mac and your head  
can feel in order again.*



GET YOUR FOCUS BACK IN FOUR MODULES

00

01

02

03

04

# A guide made by Mac people, for Mac people.

If you made it here, it's because your Mac is like that of 99% of the people who use it for everything: full of stuff, overloaded, with a chaotic desktop and a thousand downloads.

Over the years we noticed this happens to all of us. We live in a highly productive world: always busy, always running. And we naturally stop doing things we know we should do. But the lack of time—and, above all, the lack of deciding "okay, I'm going to do this now" and actually doing it— means we abandon the mission before we even start.

So we decided to give you a small nudge with this simple, practical, get-it-done guide, designed to help you stop feeling that your Mac—and your head—are saturated all the time.

*Digital Reset is a guide made by Mac people, for Mac people.*

## — WHAT IT IS

# What Digital Reset is.

- A premium PDF guide, designed to be completed in one afternoon (or at the pace you prefer).
- Four short modules with concrete exercises.
- Checklists, AI prompts, and tips specifically for Mac users.
- The paper companion to Sophix, the app that tidies your Mac for you.

*"If it were 200 pages long, you'd never finish it. It's deliberately short."*

## WHAT YOU'LL HAVE AT THE END

- A clean desktop that doesn't drain your eyes every time you open your Mac.
- A simple folder structure that's easy to maintain.
- Fewer tabs, fewer notifications, more real focus.
- Your Mac's native features working in your favor.
- A lighter Mac — technically and visually.

# Three modes. All three work.

- **Marathon mode — one afternoon, 3 to 4 hours.**  
For a free Saturday. You block off the time, put on some calm music, and dive in.
- **Module-by-module mode — 4 weeks, one per weekend.**  
To go little by little. More sustainable, more in-depth.
- **On-demand mode — whenever you need it.**  
To solve something specific. No required order.

*"There's no right way to do this guide. There's only the one that suits you best."*

“

*You don't need more  
productivity.  
You need less digital clutter.*

DIGITAL RESET

# A five-minute setup.

- 1 Time**  
Block off time according to the mode you chose, so you won't be interrupted.
- 2 Space**  
Some coffee or tea (away from your Mac). Calm music if it helps.
- 3 Backup — optional, recommended**  
We always recommend having a backup, on disk or in the cloud, of the things that matter.
- 4 Landing folder**  
Create a folder called "RESET — to review" in Documents. That's where anything you don't know where to put goes.
- 5 Mindset**  
Think of it as a little gift to your Mac — she definitely deserves it.

*Four short modules. Each takes less than an hour. We start with the desktop.*

MODULE 01 · OF 04

# Visual Reset.

So your Mac  
*can have more air.*



DESKTOP · FOLDERS · FILES  
45 minutes · Express version in 15

00

01

02

03

04

# A desktop with air.

There's a moment in the day —usually in the morning— when you open your Mac and something doesn't flow. It's not the computer. It's not the work ahead. It's what you see: loose files, screenshots from who knows when, folders with forgotten names, a desktop that looks like an inbox that never gets emptied.

This module is about that. About letting the desktop breathe.

## BEFORE YOU START · TIME AND FORMAT

<b>Total time</b>	45 minutes
<b>Express version</b>	15 minutes
<b>Technical level</b>	Beginner to intermediate
<b>Result</b>	Clean desktop + sustainable file system

# If you only have 15 minutes.

The change is noticeable in under 15 minutes. The rest of the module is to go deeper.

## 01 Create a landing folder (2 min)

Go to the desktop. Press Cmd + N to create a new folder. Name it: RESET — 05-21-2026 (today's date).

## 02 Clean up the desktop (5 min)

Select the desktop files you're not using this week. Drag them into the new folder.

## 03 Let the desktop breathe (3 min)

Recommendation: leave only 3 things visible that you're actually using this week. The rest, inside RESET.

## 04 Change the wallpaper (5 min)

Pick a clean, calm wallpaper — a single color or something very minimal. System Settings → Wallpaper.

*"Done. The desktop feels different."*

# Before tidying up, it helps to know where each thing lives.

Finder —the app with the blue smiley face— is the map of everything. On the left it has a sidebar with three zones.

- **Favorites — your shortcuts**

This is where Desktop, Downloads, Documents, and any folders you want to keep handy live. You can drag folders here to pin them.

- **Locations — the physical places**

Your Mac, any external drives you plug in, and iCloud Drive. This is where the things are actually stored.

- **Tags — the colors**

Used to mark files without moving them (we cover this in the tips).

The Desktop and Documents folder aren't magical places: they're just two more folders, that show up in Favorites so you can find them quickly.

About iCloud Drive: if you have it on, your Mac can automatically save the Desktop and Documents in the cloud. That means those files are synced —you see them on your iPhone or on another Mac— and some can be "in the cloud" and only download when you open them (you'll recognize them by the little cloud icon). Tidying up your Desktop, then, also tidies up what you see on your other devices.

# The desktop is not a storage unit.

*Emptying it isn't tidying. It's deciding what deserves to be in sight.*

**Why it matters.** The desktop is the entrance hall of your Mac. Every visible icon is a tiny pending task your mind registers without meaning to. Reducing it lowers visual noise before the day even starts.

**The simple rule.** If you won't use it in the next 7 days, it doesn't need to be visible on the desktop.

**01 Create a landing folder.**

On the Desktop, right-click → New Folder. Name it RESET — 05-21-2026. That's where everything that's loose today goes.

**02 Mass move, no thinking.**

Cmd + A to select everything, then drag it into the folder. Accept that there's chaos inside — for now, that's enough.

**03 Bring back only what you're using this week.**

Take out of the folder only the files you'll be working with in the next 7 days. If in doubt, leave them in.

**04 Change the wallpaper.**

System → Wallpaper → something neutral and flat. A new desktop deserves a new background.

# A simple folder structure.

You don't need 200 folders. You just need to find things quickly. The best structure is one you can maintain even on a Tuesday at 9 p.m., tired, without thinking.

## RECOMMENDED STRUCTURE

- **Work** — Clients · Projects · Invoices
- **Personal** — Documents · Photos · Finances
- **Temporary** — To review · Pending

## THREE RULES

- If you hesitate about where to save something, the system is too complex.
- If a folder has fewer than 3 files, it probably isn't needed.
- Better 5 broad folders than 20 specific ones.

## THE NAMING SYSTEM · YEAR-MONTH + TOPIC + VERSION

### GOOD

- 2026-05-Proposal-ClientX-v2.pdf
- 2026-Q1-Invoices-Studio.pdf

### BAD

- new document.pdf
- FINALfinal2.pdf

Your Mac sorts alphabetically: if every file starts with the date, they get sorted chronologically on their own. Apply this only to new files — no need to rename old ones.

“

*Not everything needs your  
attention at the same time.*

IF YOU ONLY GET TO MODULE 1, IT STILL WORKS

# The drawer where everything falls.

The Downloads folder collects client PDFs, installers you've already used, images you wanted to look at later, .zip files you never opened.

**The 7-day rule.** If a file has been in Downloads for more than 7 days without being opened, it's probably never going to be opened.

## SCREENSHOT PROTOCOL

Create a "Screenshots" folder inside RESET. Move all the screenshots from your desktop there. Once a week, review that folder (3 minutes): the important ones get archived, the rest goes to the Trash.

## Mac Users Tips

- **Rename many files at once.** Select them all → right-click → "Rename..." → choose "Format" → set "Name and Index". Result: 2026-05-Wedding-1, -2, -3.
- **Use stacks on the desktop.** Right-click on the desktop → "Use Stacks". Automatically groups files by type: images, documents, screenshots.
- **Column view in Finder.** Cmd + 3. Shows where you are in the structure and previews the selected file. The best view for working.

---

## SOPHIX · THE APP THAT DOES IT FOR YOU

### And if you don't feel like doing it?

We recommend reading this module and doing it at your own pace. But if you end up not feeling like it, or you put it off too long, we also have an app that does it for you: Sophix. These things, it just solves.

# Ask AI for help.

Copy it into ChatGPT or Claude. Replace what's in brackets with your own info. It's a shortcut, not a requirement.

## PROMPT · FOLDER STRUCTURE

I need to tidy up my Mac because there's a lot of visual and digital clutter. I work in [your field]. I have approximately [number] files on my desktop. I want a simple, minimalist folder structure that's easy to maintain. Give me: 1) the 5 main folders I should have; 2) what kind of files go in each one; 3) a simple rule to decide when NOT to create a new folder. Keep it simple. No complex systems.

## Checklist

- I emptied the desktop into a landing folder (RESET).
- I brought back only what I need this week.
- I changed the wallpaper to something neutral.
- I created the basic folder structure: Work / Personal / Temporary.
- I organized Downloads and archived or deleted old screenshots.
- I know exactly where I'd save a new file.

*Look at your desktop now. Does it feel like it has more air? Let us know if this module helped.*

MODULE 02 · OF 04

# Mental Reset.

*To turn down the digital  
background noise.*



TABS · NOTIFICATIONS · FOCUS

30 minutes · Express version in 10

00

01

02

03

04

# Fewer things competing for your attention.

There's a tiredness that doesn't come from work. It comes from having everything open at once: 40 tabs, 6 active apps, notifications coming in every 2 minutes, pending messages across four different platforms.

Even when you're not looking at it, it still takes up space. Your Mac processes everything in parallel. The screen does too.

This module is about turning that noise down. Not to do more things — so that the ones you do, flow differently.

## THREE IDEAS BEFORE YOU START

- You don't have to silence everything. Some notifications are useful. The idea is to decide which ones.
- Tabs don't get closed through discipline. They get closed because they stopped being useful.
- Multitasking isn't efficiency. It's fast context-switching, and it makes it hard to keep the thread.

# If you only have 10 minutes.

If you don't have time for the full module today, this is enough.

**01 Close 80% of your tabs (3 min)**

The ones that aren't part of today's work → close them. If you want to keep one, add it to bookmarks first (Cmd + D).

**02 Silence 5 apps (3 min)**

System Settings → Notifications. The 5 apps that matter least → turn off "Allow notifications".

**03 Turn on Focus for 1 hour (1 min)**

Control Center → Focus → Do Not Disturb → 1 hour.

**04 Close apps you're not using right now (3 min)**

In the Dock, the apps with a dot underneath are open. Right-click → Quit. Leave only the 2-3 you're actually using.

*"Done. The system feels quieter."*

# Every tab is a task in disguise.

Having 40, 60, 80 tabs open. You keep everything "just in case" so you don't lose anything — but in the meantime, it's hard to find what you actually need. Don't worry, it happens to all of us. But the truth is that each tab consumes RAM: if your Mac is running slow, this is probably part of why.

Create a "Read later" bookmarks folder. Anything that shows up to read but not right now goes there, and the tab gets closed. Once a week, review that folder (3 minutes).

Each notification interrupts focus even if it lasts 2 seconds. Added up, that's 30-50 micro-interruptions per day. The protocol is simple: classify each app into three categories.

## A · TURN OFF

Delivery, games, deals, news, social media. Turn off "Allow notifications".

## B · BANNER ONLY

Your team chat, email, Calendar. On, but no sound or badge.

## C · FULL SOUND

Personal WhatsApp, calls, critical work apps. Everything on.

# Multitasking is actually context-switching.

When you jump from an email to your team chat, from the chat to a document, from the document to Instagram, from Instagram back to email — your mind pays for each jump, and those jumps add up to a good chunk of the day. If you're going to do it, do it right: use Spaces. We're not psychologists, everything we say comes from also living this.

## SPACES · VIRTUAL DESKTOPS

Multiple separate desktops — one for work, one for personal, one for design. Swipe with 3 fingers on the trackpad, or if you prefer keyboard: Ctrl + ← and Ctrl + → to jump between them.

- Mission Control (F3) → your desktops appear at the top.
- Click + to add a new one.
- Tip: you can drag windows between desktops.

## The case of Chrome profiles

A very common case: working with multiple Chrome profiles. One personal —logged in with your account— and one for work —logged in with the company account. Mixing them on the same screen creates noise: bookmarks crossed over, sessions clashing, emails appearing where you didn't expect. The combo that works: one Space per context. In the "work" desktop you open Chrome with the work profile; in "personal", Chrome with your personal profile. Each desktop stays clean, with just one version of your digital life at a time. Switching between them is a three-finger swipe.

“

*Calm can also  
be designed.*

TURNING DOWN THE NOISE IS HALF THE WORK

# What you're not using now shouldn't be open.

**Minimizing isn't closing.** Minimizing (Cmd + M) leaves the app open and consuming memory. Quitting (Cmd + Q) closes it completely: when you open it again, it starts fresh. Quit the apps you're not using right now.

macOS has built-in Focus modes: you define rules (which notifications get through, which apps are allowed) and turn the mode on when you work. System Settings → Focus.

- **Do Not Disturb** — silences everything. For deep work, reading, writing.
- **Work** — allows work notifications (team chat, work email, Calendar) and silences the rest.
- **Personal** — the opposite: allows personal messages, silences work apps.

## And if you don't feel like doing it?

We recommend reading this module and doing it at your own pace. But if you end up not feeling like it, or you put it off too long, we also have an app that does it for you: Sophix. These things, it just solves.

# Sort out the mental clutter before you start.

## PROMPT · CLEAR THE MENTAL LOAD

I'm mentally overloaded from too many tasks, tabs, and digital stimuli. Today I need to do: [write out everything you have in your head, no order]. Help me split the above into: what's urgent today · what's important but can wait until this week · what I can postpone further · what I probably don't need to do. Keep it simple, no complex productivity systems.

## — CLOSING · MODULE 02

### Checklist

- I closed most of the unnecessary tabs.
- I created the "Read later" bookmarks folder.
- I went through my notifications and silenced the ones that don't add anything.
- I turned on Focus mode at least once.
- I quit apps I'm not using (quit, not minimized).
- The screen feels quieter.

*Look at the top bar. Look at the Dock. Look at your browser. Are there fewer things competing for your attention? Let us know if this module helped.*

MODULE 03 · OF 04

# Productivity Reset.

*So your Mac works with you,  
not just next to you.*



NATIVE APPS · SPOTLIGHT · WINDOWS · SHORTCUTS

40 minutes · Express version in 15

00

01

02

03

04

# Your Mac already knows how to help.

Most of the productivity tools you pay monthly for try to solve something your Mac already solves. An app to take notes. Another for reminders. Another to launch programs quickly. Another to organize windows.

macOS brings all of that built in. Free, integrated, synced with the iPhone, no new account, no subscription.

The problem isn't that tools are missing. It's that almost nobody uses the ones they already have. This module is a walk-through of the native Mac features that really save time — how to turn them on, which one does what, and how to leave them ready for daily use.

**It's not productivity as a concept. It's the Mac as a tool.**

## THREE IDEAS BEFORE YOU START

- The best app is usually the one already installed. Notes, Reminders, and Calendar come with the Mac and sync with the iPhone.
- A feature works if you use it without thinking. Not 40 shortcuts: 4 or 5 that become automatic.
- Productivity here means one concrete thing: fewer clicks. Each step your Mac takes for you is time gained.

# If you only have 15 minutes.

## 01 Open Spotlight and look at it carefully (3 min)

Press Cmd + Space. That bar isn't just a search box: it opens apps, finds files, does math, and runs actions. That's your new launcher.

## 02 Create your first quick note (3 min)

Open the Notes app. Create a note called "Tomorrow's 3". That's the only list you'll look at to start your day. Write 3 things. Not 4, not 8.

## 03 A reminder with a date (3 min)

Open Spotlight and type exactly: Remind me to call the accountant tomorrow at 10. Your Mac creates the reminder on its own, with date and time.

## 04 Try windows side by side (3 min)

Drag a window against the left edge until an area lights up. Drop it. Pick another for the right half.

## 05 Tag an important file (3 min)

In Finder, right-click on an important file → choose a color. Now you can find it later by filtering for that color.

*"Five features your Mac already had. The rest of the module is to go deeper."*

# The control center of your Mac.

*The most useful feature in macOS is also the most ignored.*

Cmd + Space opens Spotlight. A lot of people only use it to find a lost file. But in current versions of macOS, Spotlight is the place where you control almost everything, without taking your hands off the keyboard.

## WHAT SPOTLIGHT DOES

- **Opens apps.** Cmd + Space → type 2 or 3 letters → Enter. Faster than hunting for the icon in the Dock.
- **Searches files** — and now also searches inside the text of documents, not just by name.
- **Does math and conversions.** Type  $145 * 1.21$  or 90 usd to eur and it gives you the answer right there.
- **Runs actions.** Create a reminder, send a message, or launch a shortcut directly from Spotlight.
- **Saves the clipboard.** The history of what you've copied stays accessible (you have to enable it the first time).

**One detail worth knowing.** On newer Macs, the classic Launchpad no longer exists as a separate icon: now all installed apps appear inside Spotlight, in its Applications section. If you were looking for Launchpad and couldn't find it, it's not broken — it just moved.

# Which is which.

The most common mistake is using a single app for everything: ideas, tasks, lists, pending items all in the same place. It ends up being a junk drawer. Notes and Reminders solve different things.

## NOTES — TO THINK AND STORE

The place for what has NO date: ideas, drafts, references, project lists. Use it for: "Tomorrow's 3", one note per project, "Read later", meeting notes.

## REMINDERS — WHAT HAS A DATE

The place for what DOES have a when: a call, a payment, an errand. Alerts you at the right time. Use it for: "pay rent on the 20th", "reply to the email on Monday", "call the client at 3pm".

**The simple rule so you don't hesitate.** If it has a date → Reminders. If it's to think about or store → Notes.

### HOW TO SET UP THE LISTS · 5 MIN

- In Notes, create a "Projects" folder and inside it one note per active project.
- In Reminders, create separate lists: "Work", "Personal", "Payments".
- On the iPhone the two apps are already there — whatever you write on the Mac shows up there automatically.

“

*Your Mac already knows how  
to help.*

*You just have to let it.*

PRODUCTIVITY IS, ABOVE ALL, FEWER CLICKS

# Two things on screen without fighting.

macOS organizes windows on its own. Since macOS Sequoia you don't need any third-party app for the basics — the system has it built in.

## WINDOW TILING · THE SIMPLEST WAY

Drag a window to the left or right edge of the screen. When a lit-up area appears, let go. The window takes that half. Repeat with another on the other side. It also works by hovering over the green window button (without clicking): the options appear.

### Keyboard shortcuts for windows

- Control + Fn + ← → left half
- Control + Fn + → → right half
- Control + Fn + F → window to full screen
- Control + Fn + R → return the window to its previous size

**Split View in full screen:** for total concentration — no Dock, no menu bar, just two apps. You enter by hovering over the green button and picking the full-screen tiling option. Ideal for writing, designing, or editing with a reference next to it.

**Separate desktops (Spaces):** to keep work and personal from mixing. Control + ← and Control + → jump between them.

# Your Mac can repeat tasks for you.

## THE SHORTCUTS APP

It's pre-installed. Builds automations without code: a "Work mode" shortcut that opens Mail, Calendar, and Notes at once; one that moves everything from the desktop into a folder; one that converts an image to PDF.

## SHORTCUTS WORTH LEARNING

- **Cmd + Tab** — switch between open apps
- **Cmd + `** — switch between windows of the same app
- **Cmd + Space** — Spotlight
- **Cmd + W** — close tab or window
- **Cmd + Q** — quit the app entirely

## — 05 · FINDER AS YOUR ALLY

- **Color tags.** Right-click on a file → pick a color. Red: urgent · Yellow: pending · Green: done · Blue: important reference. After that, in the sidebar, click on a color and all the files of that color appear.
- **Smart Folders.** Saved searches that update on their own ("all PDFs modified this week"). Finder → File → New Smart Folder.
- **Sidebar shortcuts.** Drag your most-used folders into the Finder sidebar. They stay one click away forever.

## — MAC USERS TIPS

- **Spotlight as calculator and converter.** Cmd + Space → type the math (1850\*12) or the conversion (100 eur to usd) → the result appears instantly.
- **Dictate a reminder without opening the app.** Cmd + Space → write it in plain language: "Remind me to send the invoice Friday at 9". Your Mac reads the date and creates the reminder on its own.
- **Text replacements for things you type all the time.** System Settings → Keyboard → Text → "+" button. Create "myph" → your full phone number. Works everywhere on your Mac.

### AI PROMPT · CUSTOM KEYBOARD SHORTCUTS

I work on a Mac mostly doing [your main task]. I don't want to learn 50 keyboard shortcuts, just the 5 or 6 that will really save me time based on what I do. Give me that short list, with what each one does and a one-liner on when to use it.

## — CLOSING · MODULE 03

- I use Spotlight to open apps (Cmd + Space + two letters).
- I know what goes in Notes and what goes in Reminders.
- I put two windows side by side in tiling mode.
- I know 4 or 5 keyboard shortcuts I'll use often.
- I tagged at least one important file with a color in Finder.

*Your energy isn't the same all day, but your Mac's is – and if it isn't, it's time to bring it in for service.*

MODULE 04 · OF 04

# Mac Reset.

*So your Mac supports you  
instead of wearing you out.*

---

STORAGE · APPS · BATTERY · BACKUPS

35 minutes · Express version in 15

00

01

02

03

04

# Less buildup. More flow.

A slow or overloaded Mac doesn't always need to come in for service. Sometimes what it needs is less: fewer files, fewer background apps, less accumulation. And there are minimal habits that keep it light.

In this module we organize five habits that keep your Mac from getting heavy over time. You may feel we're repeating ourselves, but these are important things.

## THREE IDEAS BEFORE YOU START

- Maintenance yes, obsession no. Once a week, 10 minutes. Done.
- What's overloaded sometimes isn't visible. Background apps, cache files, old downloads — they don't show up but they weigh.
- Your Mac responds better when it's light. But we already covered that in modules 1 and 2.

# If you only have 15 minutes.

## 01 Check storage (2 min)

Apple menu → "About This Mac" → "More Info" → scroll down to Storage. If it's at 90% or more, this is a priority.

## 02 Empty the Trash (1 min)

Right-click on the Trash in the Dock → "Empty Trash" → confirm.

## 03 Review Downloads (5 min)

Open Downloads, sort by size. Old .dmg, .zip, and .pkg files → Trash. Empty the Trash again.

## 04 Close login items you don't use (5 min)

System Settings → General → Login Items. The ones you don't need → select them and click "-".

## 05 Restart (2 min)

Apple menu → Restart. Many things clear up just by turning it off and on.

*"Done. Your Mac already feels faster."*

# When the disk is full, everything gets heavier.

When storage goes over 85% capacity, apps open more slowly, saving files takes longer, and the system becomes less fluid. To see what's taking up space: Apple menu → "About This Mac" → "More Info" → "Storage Settings".

**Recommendation.** Turn on "Empty Trash Automatically" — it deletes files older than 30 days. The rest of the automatic options are optional.

— 02 · APPS THAT LOAD AT STARTUP

Every time you turn on your Mac, several apps open automatically —even if you don't use them— and stay consuming memory all day. System Settings → General → "Login Items".

**WORTH REMOVING FROM STARTUP**

- Music apps (open them when you need them)
- Cloud services you only use sometimes
- Heavy design suites
- Apps for old printers or monitors

**CAN STAY**

- Messaging apps you use all day
- Productivity apps you use daily
- Security apps

# Small habits extend battery health.

A Mac battery lasts between 800 and 1000 charge cycles before it degrades. To check its status: Apple menu → "About This Mac" → "More Info" → "Battery" → "Battery Information".

## MAXIMUM CAPACITY REFERENCE

- 100–92% — battery like new
- 91–80% — in good shape
- 79–60% — you'll start noticing shorter battery life
- Below 60% — it may be time to bring it in for service

## Five habits that take care of it

- Don't leave it always plugged in at 100%. Optimal charge lives between 30% and 80%.
- Turn on "Optimized Battery Charging": Settings → Battery.
- Lower the brightness: 60-70% is enough and extends battery life a lot.
- Quit apps you're not using (Cmd + Q instead of Cmd + M).
- Low Power Mode when it's not plugged in.

“

*Technology should support  
you,  
not wear you out.*

LESS BUILDUP. MORE FLOW

# A backup is also sleeping well at night.

A backup is a safety copy — and also peace of mind. Your Mac is reliable, but it can fail and it can have accidents. Having a backup is essential.

## TIME MACHINE

Apple's official solution, free and built in. You need an external drive: your Mac runs an automatic backup every hour.

## CLOUD BACKUP

It's not a full system backup, but it syncs your important files. iCloud / Google Drive / Dropbox. Whichever you prefer.

## THE MINIMUM BACKUP

If you don't want to invest in an external drive or pay for cloud storage yet: create a "CRITICAL BACKUP" folder, copy inside it (don't move) the most irreplaceable things — ID documents, important photos, work in progress. Once a month, copy that folder to a flash drive or zip it and email it to yourself. It's not ideal, but it's much better than nothing.

Maintaining is easier than starting over. After completing the full reset, we recommend the habit of a weekly review. Pick a day and time, and put 10 minutes on your calendar each week for RESET.

## — MORE TECHNICAL TIPS

- **Safe Mode.** If your Mac is really slow and nothing else fixes it: turn it off, hold Shift while it powers on, release when the login appears. It starts with only the essentials.
- **PRAM / NVRAM Reset.** If you have hardware issues (sound, brightness, unstable settings): turn it off, turn it on while holding Cmd + Option + P + R for 20 seconds, release. It restarts with default settings.
- **Free up RAM without restarting.** If it's slow but you don't want to restart: open Terminal (Cmd + Space → "Terminal"), type sudo purge, Enter, enter your password. It frees up unused RAM instantly.

### AI PROMPT · MAINTENANCE ROUTINE

I want a minimal, simple routine to keep my Mac tidy and light without becoming obsessive. My usage is [daily work / occasional / intensive] and what I mostly do is [design, editing, writing, office work...]. Give me a 10-minute weekly routine and a 20-minute monthly one, sustainable even in busy weeks.

## — CLOSING · MODULE 04

- I checked how much free space I have on the disk.
- I emptied the Trash and the Downloads folder.
- I reviewed and reduced my Login Items.
- I turned on "Optimized Battery Charging" and checked its status.
- I have some kind of active backup (Time Machine, cloud, or flash drive).
- I picked the weekday for the 10-minute maintenance.

*Look at your Mac now. Does it work better? Tell us how it went.*

DIGITAL RESET

This is where we land.  
Four modules.  
A lighter Mac.  
Less digital noise.

The only thing left is to keep it that way. Ten minutes a week is enough. And if you don't feel like it, you know: Sophix does it for you.

