

MAC CLEANUP MAINTENANCE CHECKLIST

15-MINUTE MONTHLY SYSTEM



SECTION 1: MONTHLY SCHEDULE

WEEK 1: QUICK APP CLEANUP (5 MINUTES)

- Built-in cleaning for main apps
 - Zoom: Settings → General → Clean
 - Canva: Clear browser cache
 - CapCut: Project cleanup
- Storage recovered this week: _____ GB

WEEK 2: CHOOSE YOUR APPS (3 MINUTES)

- Pick 2-3 apps from your cheat sheets:
 - App 1: _____ (_____ GB recovered)
 - App 2: _____ (_____ GB recovered)
 - App 3: _____ (_____ GB recovered)

WEEK 3: DOWNLOADS & DESKTOP (2 MINUTES)

- Clean Downloads folder
- Organize Desktop files
- Empty Trash
- Storage recovered this week: _____ GB

WEEK 4: SYSTEM CACHE (5 MINUTES)

- Clear ~/Library/Caches
- Browser cache cleanup
- Review "Review Later" folder
- Storage recovered this week: _____ GB

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SECTION 2: MONTHLY TRACKING

Month: _____ Year: _____

Starting Storage Available: _____ GB

GB Ending Storage Available: _____ GB

GB Total Storage Recovered: _____ GB

Performance Improvements Noticed:

- Faster app startup
- Better system responsiveness
- Improved overall performance
- Other: _____

SECTION 3: QUARTERLY BONUS (OPTIONAL)

- Explore Secret Location #1: Safari LocalStorage
- Explore Secret Location #2: Container Graveyard
- Explore Secret Location #3: Font Cache
- Quarterly storage recovery: _____ GB

SECTION 4: EMERGENCY 2-MINUTE CLEANUP

When you need space immediately:

- Empty Trash
- Clear Downloads folder
- Clear browser cache
- Delete large files in Desktop
- Emergency recovery: ____ GB

Remember: Cache cleanup is always safe - apps rebuild what they need!

Need help? Reference your Full Mac Cleanup Guide

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