

Notification Audit & Reset Checklist

A device-by-device worksheet for deciding which alerts deserve immediate access to your attention.

Inventory before changing settings

App/service	What does it notify me about?	Immediate, summary, or off?	Reason

Keep immediate alerts rare

- [Calls or messages from people who may genuinely need a fast reply]
- [Time-sensitive travel, delivery, security, or calendar alerts you actively rely on]
- [Accessibility or safety functions you personally need]
- [Work alerts only during working hours when possible]

Turn these into scheduled or manual checks

- [News alerts that are not personally urgent]
- [Social likes, follows, suggested posts, and “you may have missed” alerts]
- [Retail discounts and shopping-app promotions]
- [Games, streak reminders, badges, and engagement prompts]
- [Email newsletters and non-urgent inbox alerts]

After the reset

Day	Did I miss anything important?	Which alert still interrupted me?	Adjustment
1			
2			
3			
4			
5			
6			
7			

Final rule

A notification should earn real-time permission by being useful at the moment it arrives. Everything else can usually wait for a deliberate check or a scheduled summary.

For personal planning and reflection. This worksheet is not medical, mental-health, or financial advice.