

Mac Cleanup Masterclass: Organize in Under 2 Hours

Learn to declutter and optimize your Mac quickly with hands-on techniques for busy professionals.

Instructor: Alex Johnson • 5 sections • 59 lessons • 13.75h total

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About this course

Many Mac users find their systems cluttered over time, leading to slow performance and disorganized files. This course addresses common pain points like full storage, messy folders, and inefficient workflows. In this step-by-step course, you'll learn how to clean files, organize folders, and optimize your Mac's performance in under 2 hours. Includes video lessons, real-life case studies, and practical tips to make the process straightforward and effective.

Course curriculum

Foundations and Preparation

- **Assess Your Current Mac Setup (12m)**
Identify clutter points using built-in tools like Storage Management to get a clear starting picture.
- **Backup Before You Start (10m)**
Set up a Time Machine backup or cloud sync to protect your data before making changes.
- **Essential Tools for Cleanup (15m)**
Explore Finder, Terminal basics, and recommended third-party apps for efficient cleaning.
- **Understanding Storage Usage (8m)**
Learn to check storage breakdowns and identify large file categories quickly.
- **Setting Up a Clean Workspace (12m)**
Organize your desktop and dock for immediate visual clarity and faster access.
- **Basic File Management Principles (18m)**
Apply naming conventions and folder structures to keep files easy to find.
- **Quick Access to System Preferences (10m)**
Adjust key settings in System Preferences to boost performance right away.
- **Safety Tips for Cleanup (8m)**
Avoid accidental deletions with simple precautions and verification steps.

Core Concepts

- **Delete Unnecessary Files (14m)**
Remove temporary files, caches, and system junk to free up space immediately.
- **Manage Downloads Folder (10m)**
Implement regular cleanup routines for your downloads to prevent buildup.
- **Organize Documents and Projects (18m)**
Use tags and smart folders to categorize and retrieve documents faster.
- **Clean Up Photos and Media (15m)**
Optimize your Photos library and manage large media files with external storage options.
- **Application Management (12m)**
Uninstall unused apps properly, including leftover files, to reclaim storage.
- **Email and Communication Cleanup (10m)**
Archive old emails and clear attachments from Mail and other apps.
- **Browser Data and Extensions (8m)**
Clear browsing history and manage extensions to speed up your web experience.
- **System Logs and Error Reports (9m)**
Remove outdated logs and diagnostic files that clutter your system.
- **Large File Identification (12m)**
Use tools to find and decide on large space-hogging files for deletion or archiving.
- **Optimize Startup Items (10m)**
Reduce boot time by managing login items and background processes.

- **Manage iCloud and Cloud Storage (15m)**
Adjust sync settings to avoid unnecessary cloud storage usage.
- **Privacy and Security Cleanups (14m)**
Clear personal data like saved passwords and autofill entries for better security.

Deep Dive

- **Advanced File Search and Filter (16m)**
Master Spotlight and Finder filters to locate specific files quickly.
- **Terminal Commands for Cleanup (20m)**
Learn safe Terminal commands for power users to clean system files.
- **Automating Cleanup with Scripts (25m)**
Create simple Automator scripts to automate repetitive cleanup tasks.
- **Photo Library Optimization (18m)**
Reduce photo file sizes without losing quality using built-in tools.
- **Document Archiving Strategies (14m)**
Set up long-term organization with archives and version control.
- **Application Data Management (12m)**
Clean leftover data from uninstalled apps to prevent hidden clutter.
- **Network and Connectivity Cleanup (10m)**
Clear DNS caches and reset network settings for better connectivity.
- **Font and Language File Removal (8m)**
Remove unnecessary system fonts and language files to save space.
- **Managing User Accounts (15m)**
Apply cleanup strategies for multiple user accounts on one Mac.
- **Customizing Finder for Efficiency (12m)**
Set up Finder views, sidebar items, and tags for faster navigation.

Advanced Application

- **Set Up Automated Maintenance (18m)**
Schedule regular cleanup tasks using built-in macOS features.
- **Using Third-Party Cleanup Apps (15m)**
Review safe third-party apps and learn how to use them effectively.
- **Optimize for Specific Workflows (20m)**
Tailor cleanup processes for creative work, development, or office tasks.
- **External Drive Management (12m)**
Offload files to external drives and manage them for easy access.
- **Version Control for Important Files (22m)**
Use Git or backup versions to keep track of document changes.
- **Performance Benchmarking (14m)**
Measure and compare Mac performance before and after cleanup.
- **Troubleshooting Common Issues (16m)**
Address post-cleanup problems like app errors or missing files.

- **Energy and Battery Optimization (10m)**
Adjust settings to extend battery life and reduce energy use.
- **Memory and CPU Management (18m)**
Monitor and manage system resources to keep your Mac running smoothly.
- **Create a Personalized Cleanup Routine (15m)**
Develop a custom cleanup plan based on your usage patterns.
- **Multi-Device Sync and Cleanup (12m)**
Clean up across multiple Apple devices for consistent organization.
- **Data Migration and Transfer (20m)**
Plan a clean setup when moving to a new Mac or transferring data.
- **Security Enhancements Post-Cleanup (14m)**
Add security measures like encryption and firewall settings after cleaning.
- **Custom Scripts for Advanced Users (25m)**
Write your own Terminal or shell scripts for personalized cleanup tasks.
- **Integrate with Productivity Tools (10m)**
Connect your cleanup routine with apps like Notion or Todoist for reminders.

Implementation & Next Steps

- **Putting It All Together (32m)**
Follow a step-by-step 2-hour cleanup plan to apply everything you've learned.
- **Final Walkthrough Checklist (12m)**
Use a checklist to ensure no areas are missed in your cleanup.
- **Post-Cleanup Performance Testing (15m)**
Verify improvements in speed and storage after completing the cleanup.
- **Set Reminders for Maintenance (8m)**
Create calendar alerts for regular cleanup sessions to maintain results.
- **Create a Cleanup Habit (10m)**
Develop weekly and monthly routines to prevent future clutter buildup.
- **Update Software and System (14m)**
Keep macOS and apps updated for security and performance benefits.
- **Review and Adjust Strategies (12m)**
Evaluate what cleanup methods work best and refine your approach.
- **Share Cleanup Tips with Others (8m)**
Teach colleagues or family members basic Mac organization techniques.
- **Explore Additional Resources (10m)**
Find books, forums, and communities for ongoing Mac optimization support.
- **Case Study: Real-World Cleanup Example (20m)**
Walk through a before-and-after scenario to see practical application.
- **Handle Special Cases (15m)**
Address unique situations like large media libraries or developer setups.
- **Future-Proof Your Mac (12m)**
Implement habits to avoid clutter in the long term.

- **Quick Reference Guide (8m)**

Get a printable cheat sheet summarizing key cleanup steps and commands.

- **Final Q&A and Course Wrap-Up (18m)**

Review common questions and recap the main takeaways from the course.

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