Tech Reset: Mindful Habits in a Digital World

"Technology is cool, but you've got to use it as opposed to letting it use you."
– Prince

Self-Reflection

Technology is the practical application of knowledge and comes in many forms. Digital technology is another tool to help us accomplish our tasks. ***What is your current relationship with the digital technology that is now a part of every part of our lives?***

Digital Overload

Do you have an infinite workday? Consider your current situation:

- How many emails and instant messages do you receive each day?
- How long can you work before being interrupted?
- How much notice do you usually receive for meetings?
- At the end of the day, do you ever feel like you are really off, both mentally and physically? When you are off:
  - Do you miss time with family and friends, responding to emails, or work-related texts?
  - Do you feel constant pressure to respond immediately to each message you receive?

Digital Habits

Even outside of work, in our personal lives, we've developed routines surrounding technology.

Think about **WHEN** you use your devices and **WHERE** you take them.

Use your reflections to help you determine what steps you want to take to bring your actions in alignment with what is really important to you.

Before using a digital device, **STOP** and think about **WHY** you want to use it***. Are you bored or uncomfortable?*** Who benefits the most from your actions? Could you fulfill that need or desire another way?

"Technology gives us power, but it does not and cannot tell us how to use that power. Thanks to technology, we can instantly communicate across the world, but it still doesn't help us know what to say."– Jonathan Sacks

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Digital Wellbeing

Digital wellbeing is the state of balance and harmony between our digital lives and overall health.

What are some easy wins or small steps you can take to improve your digital wellbeing?

Embrace Healthy Habits

Ask yourself:

- What are some realistic boundaries I can create to reduce my after-hours work?
- What areas of my life and living space, can I make a phone free zone?
- Am I using the built-in Digital Wellbeing settings on my mobile devices and computers?

"The first rule of any technology used in a business is that automation applied to an efficient operation will magnify the efficiency. The second is that automation applied to an inefficient operation will magnify the inefficiency." – Bill Gates

New Technology

When adopting any new technology, think about:

- ***Why you are adopting it?***
- Are there other existing methods to accomplish the task?
- Are you adopting new technology to cover some other operational failure?
- What is the impact on those around me?

ACTION PLAN:

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REFERENCES:

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"Turn off your email; turn off your phone; disconnect from the Internet; figure out a way to set limits so you can concentrate when you need to and disengage when you need to. Technology is a good servant but a bad master." – Gretchen Rubin

To view the original **Digital Wellbeing: Webinar Companion Handout**, scan this QR Code.