

Healthy Digital Habits Bingo!

A game to play with support seekers or work colleagues, virtually or in-person

This resource is another component of the OCRCC's Preventing Gender-Based Violence Program - Using Technology to Better Support Survivors in Frontline Settings, funded by Ministry of Children, Community and Social Services, Office of Women's Issues, Ontario, and was created by Kim Allen and Paula Wansbrough of PRIMAL GLOW Communications.



Preparation

- Decide when participants can mark a square on their card:
 - Any time you read out a new item? (i.e. every time: everyone/no one wins)
or
 - When participants are familiar with a term or think an action makes sense? (i.e. most times: most people win based on knowledge not actions)
or
 - Only when participants know a term or regularly do the action?
- Provide each participant with a bingo card.
 - If this will be an in-person event, print out the cards ahead of time.
 - If you are doing this virtually, send participants the cards as a PDF ahead of time and ask them to print them out, or mail the participants the printed cards.
- Ensure participants have a way to mark the card, either with coins or dried beans to place on squares, or a pen/pencil to mark squares.
- Print a card, cut out the squares and put the squares into a container so that you can randomly select items to read out.
 - However, depending on your audience and your goals for the activity, you may want to be more purposeful in the items you select to read out.

Instructions

- The game leader selects a square and reads out the item.
- The game leader will share the information associated with the item (see below) and might encourage suggestions, comments and experiences from participants.
- Participants mark the item's square on their card (depending on the strategy you've chosen, e.g. every time you read out an item or only when they are familiar with the item).
- When someone has marked all items in a row, they call out "Bingo!"
 - The game leader may wish to ask the participant to read out their row of actions and talk about each item in their row.
- The game can end when someone finishes a row, or you might want to continue going through all the items on the card.

Under the “B”

- Drink plenty of water
 - If you feel properly hydrated, you’ll be more energetic, better able to concentrate and likely in a more positive mood. If you have a headache, try drinking water.
- Use the auto-responder
 - The auto-responder is a feature available in most email programs that allows you to send a message automatically for a specified time. You may have used it when going on vacation. Try using it for an afternoon.
 - Carve out space in your work-day, -week or -month where you turn on your auto-responder to tell the world you are currently not available. You may wish to explain in your message what someone can do if there’s an urgent matter and when you’ll be available again.
- Look out the window
 - Looking away from your screen is important to give your eyes a break from the particular light of the screen and the specific distance your eyes must focus to see it.
 - Try to look away from your screen every 20 minutes. If you look a long distance away, this will help to exercise your eye muscles.
 - A new view may also help to change your perspective!
- Learn about deceptive design
 - Social media, commercial websites, games and apps are designed to attract and keep users connected. Learning about the tricks apps, games and websites use might help you step back from over-use.
 - To see examples and learn more about how apps are designed to manipulate us visit: <https://www.deceptive.design/>
- Keep arm’s length from your screen
 - Protect your eyesight by putting some distance between you and your screen. The light from screens can exhaust and even damage the eye over long periods of time. To limit the impact of the light, keep your screen at arm’s length.

Under the “I”

- Define your home workspace
 - If you work from home, establishing physical boundaries between work and home life will help you focus during work hours and prevent the energy and worries of work from bleeding into your personal life.
 - Strategies might include: designating a specific area as your work station; using a particular chair; putting on shoes and/or work clothes at the start your workday; setting and keeping a schedule; smudging the space or carrying out a similar ritual after difficult work-related discussions or tasks.
- Have a healthy snack

- A snack during the day can satisfy your hunger between mealtimes and, if it's healthy, help you reenergize.
- Be thoughtful about your snacking: Is the food healthy? Are you eating out boredom or because you're upset about something?
- A snack will also provide a break in your workday, allowing you to focus on something other than the screen.
- Use a pen
 - We work harder but more holistically when we use pen and paper compared to the keyboard. According to research, writing improves recall and creativity, increases focus and accuracy: <https://findonlinecourses.org/creative-arts/is-writing-better-than-typing/>
- Put down the screen an hour before bed
 - Sleep matters a great deal to our physical and mental health. Screens negatively affect sleep, specifically our circadian rhythm, a daily hormonal cycle that wakes us up and puts us to rest. The blue light from the screens is a lot like daylight so it's hard to go to sleep and stay that way after a lot of screen time.
 - Try using a lower contrast night mode screen in the evening then shut down all screens an hour before bedtime.
- Change your passwords regularly
 - You deserve to be safe! Protect your personal security and privacy.
 - Put yourself on a seasonal schedule. Every 4 months change important passwords like your email, social media and any sites with financial information, like banking and where you buy apps. Come up with fun or inspirational passphrases that make you smile every time you type them: 1L0v3Ch0c0lat3! J0y&L0v3&D0g5
 - Using a two-step authentication tool is also a great way to guard your accounts.

Under the "N"

- Chair yoga
 - On the screen for long periods? You can avoid technology-related strains and re-energize if you move frequently.
 - Try out simple stretches or a chair yoga routine. Some options: https://youtu.be/xRH1To_xyr8 (5 mins) or <https://youtu.be/U6Li63jNFvg> (15 mins)
- Sit well
 - Good posture will help prevent injuries. Adjust your chair and equipment height so that:
 - Your monitor is directly in front of you
 - Your hands are at or below elbow level, with your mouse at the same level as your keyboard
 - Your knees are level with your hips. If your chair is high, use a foot rest or a pile of books to raise your knees.

- Unfollow people who make you feel badly
 - Does social media make you feel bad, angry and frustrated or all of the above? Try to figure out who or what it is about social media that triggers these feelings.
 - Unfollow or at least mute those accounts that you associate with negative feelings.
- Define your mental workspace
 - Are you checking work emails and texts afterhours or before? Reading work related information on your phone in bed? Monitoring and updating your workplace social media on the weekend?
 - Time to establish some boundaries. Make sure you have time to recharge so you can bring energy and creativity to work, not exhaustion and worry. Remember that when we're tired we make more mistakes and have poorer judgement.
- Breathe
 - Breathing exercises are a very effective way to manage stress. When we feel stressed, we automatically take short, fast and shallow breaths.
 - If you can change your breathing during stressful situations to the long, slow and deep breaths associated with calm, joyful times, you begin to feel those associated emotions.
 - Integrating breathing exercises into your life has been found to have long-term benefits. <https://hbr.org/2020/09/research-why-breathing-is-so-effective-at-reducing-stress>

Under the “G”

- Get outside
 - Daily walks offer so many health benefits, from weight management and curbing sugar cravings, to easing joint pain and boosting immunity. Benefits increase with regular and longer walks, but even 15 minutes a day is helpful.
- Turn off notifications
 - Give yourself a break and turn off notifications on your phone and your desktop or laptop. This will reduce distractions and let you focus on what's in front of you: your work, your loved ones, your grocery shopping
- Leave your phone at home
 - Or leave it at your desk. Go to a meeting without it – it'll be easier to focus on those present. Go out to lunch or for a walk without your phone.
 - How does it feel? You may want to start with half hour increments of separation if you're feeling stressed. If you need to take your phone, put it on flight mode or focus mode.
- Take time to learn a new technology
 - If you get frazzled by new technology and your workplace starts to use a tool that's new to you, take time in your workday to familiarize yourself with it. Sometimes it's helpful – and more fun – to do this with a work colleague. Don't

be hard on yourself if you don't figure it out on the first time; often technology is not designed with certain learners and users in mind.

- Monitor your screen time
 - Your phone likely has an option to share how much time you're spending on it. You know it knows, so it should share the information!

Under the "O"

- Power object at your desk
 - Keep something at your workspace that helps you centre. Take a break from the keyboard to hold it and re-focus.
 - Have an image on your lock or home screen that reminds you what matters. When you reach for your phone, look at the image and see if it's the phone you want now, or something else (e.g. human contact, entertainment); are there other ways to get what you seek?
- Cover/hide your video image
 - Video conferencing is exhausting because we work harder to identify non-verbal cues like facial expressions and body language.
 - Seeing your own image during a meeting can be distracting, adding to the energy we must exert. To help reduce video conferencing overload, cover your image or look in the settings to see how to hide your image.
 - Other video conference strategies: call someone instead of using video, avoid back to back video meetings, don't multitask during the meeting, make sure there are other lights on the room so that your eyes don't tire from extreme light and dark contrast.
- Think twice before you share
 - Questions to ask before sharing something in social media: Why are you sharing this item? Will the world be a better place if you pass this along to everyone in your network? Think about a few different people who your post will reach. How will this land with them?
 - If you're sharing a photo, think about the people in the image, even if you don't know them; how will they feel about this image being shared...now...5 years from now...15 years from now.
- Get physical
 - Take a break and move about. Do some stretches. Take the stairs. Go for a swim or a wander on your lunch break. Chop wood. Dance!
- Guard your focused time
 - We all have times at work and in our personal lives where we must be attentive and free from distractions. Technology can be very distracting with social media notifications, addictive games and other diversions.
 - Identify your focus time and protect it. Use the auto responder, turn off notifications, shut the lid on your laptop and put your phone on airplane mode.