Tips for every day digital wellness

Start the day without tech

Stretch, meditate, get outside, savor breakfast, give/get some love BEFORE you pick up your phone.

Working hybrid? Create an at-home workzone

- Set start and end times for your workday. Stick to them!
- Put on something that says "work" to you, whether it's earrings or a pair of shoes.
- If you can, create a physical workspace either at a desk or table.
- Let housemates know when you're working.
- Smudge or carry out a similar ritual after challenging work-related conversations.

Take control of your availability

Tech makes us think we should always be available, but you need space to think, be present and get stuff done!

- Turn off notifications on your phone or put it on airplane mode.
- Block time at the beginning, middle and end of the day to check email. Use the auto-responder to let people know when you will get back to them.

Protect your senses

- Look away from the screen every 20 minutes.
- Keep arms' length from the screen.
- Pay attention to headphone volume.

Check in/check out

Take a break from the screen and...

- Do a dance reset
- Get outside, look at trees, listen for birds

- Read a book
- Do crafts, make music
- Just zone out

Be aware of how much you share

Test your social media settings with someone who's not an SM friend to learn what they can see about you.

Get more online privacy and safety tips from

- TechSafety.org
  https://www.techsafety.org/
- LukesPlace.ca/Tech-Abuse
  https://lukesplace.ca/resources/tech-abuse/
- BCSTH.ca/TechSafetyToolkit
  https://bcsth.ca/TechSafetyToolkit/

Find your offline community

Hang out with friends, family and pets. Chat with neighbours. Volunteer with a local organization.

Revive with chair yoga

5 mins: https://youtu.be/xRH1To_xyr8
15 mins: https://youtu.be/U6Li63jNFvg

Use the phone

Need to have a difficult conversation or to convey complicated or sensitive information? Rather than messaging, texting or emailing if you can't meet in person, give a call.

Use a pen

Our brains 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.

Put an end to your workday

Take time to recharge!

- Set limits on when you answer after-hours emails and texts from workmates.
- If you manage your organization's social media, set healthy boundaries as to when you do and don't post.
- When working from home, at the end of your workday close that laptop lid, change your clothes or find another way to feel like work time is over.
- At the end of your workday, take an outing or do a hobby to help change gears.

Unplug together

Whether dining out or eating in, at the movies or a get together, show your love by disconnecting.

Power down

Sleep matters so much to our physical and mental health but the blue light of screens disrupts our sleep cycle. Try a lower contrast night mode screen in the evening, then shut down an hour before bed.

For more

Digital fatigue: Is screen time killing your wellbeing?
https://www.harleytherapy.co.uk/counselling/digital-fatigue.htm

Data detox kit
https://www.datadetoxkit.org/en/home/

Digital wellness checkup & tips
https://www.digitalwellnessday.com/freeresources

How to combat digital fatigue
https://www.linkedin.com/pulse/how-combat-digital-fatigue-claudia-wild-%E9%AD%8F%E6%98%AD%E9%9B%AA-

How to make your email inbox calmer
https://thistooshallgrow.com/blog/email-inbox-calmer

Created by Paula Wansbrough and Kim Allen of PRIMAL GLOW Communications (https://primalglow.ca/).