

Checklist

Your Digital Wellbeing

A Note From Our Own Digital Wellbeing Virtuoso



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We've got a great team of people working for us at Visitor Analytics, and I take a real interest in anything that can improve their overall wellbeing, to keep them happy and inspired - not to mention productive!

We're all tech heads here, but we want our devices to be tools that can improve our lives, rather than distractions that stop us from focusing on what matters most.

And given how many of them have adopted a hybrid approach to work, their digital wellbeing has become a central feature of our company's culture.

We've taken what we've learnt about this subject over the past few years, and have used this knowledge as the foundation for the advice you'll find in this guide - I hope you like it!

A 10-Step Roadmap to Healthy Digital Habits



1

Assess and Monitor Your Habits

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Think about your relationship with your devices, how they make you feel, and what you can do to improve your digital wellbeing

Monitor your emotions when spending a lengthy period on social media or debating a specific topic

Build a detailed understanding of your tech usage - most modern smartphones have an inbuilt function that enables you to monitor and analyze the time spent on each app (if not, download a third-party alternative)

Think about revisiting your old non-tech habits, and creating routines in the morning or after work that don't require a digital device

Talk with your family - discuss when and how to use devices, responsible use of social media, and finding the right balance between online and offline activities



Research from the UK found that young adults use their smartphones roughly twice as much as they think they do.

2

Establish Boundaries

Restrict your device usage when away from work

Keep all non-essential communication to a minimum

Prioritize real world relationships - put your phone away when eating and socializing, and activate “do not disturb”, silent mode or similar features

Create rules, like no social media after 8pm, device-free zones around the house, or decide on periods when you won't look at your phone

Create a bedroom routine; use features such as bedtime and night time mode - these functions activate grayscale to minimize blue light, and improve your sleep pattern. Put your devices in another room when you go to bed



Health experts say that screen time at home should be limited to two hours or less per day

Limit Distractions

Simplify, declutter, and organize your Home Screen, delete unneeded apps, and activate grayscale

Turn off all non-essential notifications and/or go into settings and temporarily pause apps

Upgrade to ad-free subscriptions where possible

Control your email - unsubscribe from unwanted marketing emails, turn off non essential notifications, and use features like priority inboxes, and emails scheduling

Keep your devices out of sight and out of mind as much as possible, or simply turn it to focus or airplane mode



If you can't live without key smartphone features, like 4G, bluetooth, and the personal hotspot function, why not invest in a minimalist alternative like the Light Phone of Punkt, or install a distraction-blocking app?

Utilize Self-Control Tools

Use a screen time app to set daily limits on the apps and websites you use. Once you reach the limit, the apps and sites pause, and notifications silence - stopping you from endlessly scrolling

Download apps like Streaks and Wakeout to help you break bad digital habits

Take advantage of time management tools like RescueTime that control how much time you spend on a given task, and block social media and other distractions

Limit smartphone use with blocking apps like Freedom or Offtime

Leave your phone at home when you leave the house



If you really have no self control, why not invest in a phone lock box or “phone jail”? These products physically stop you from accessing your device for predetermined periods (but can still be forced open in an emergency).

5 Improve your Digital Wellbeing at Work

Stick to contracted working hours, keeping evenings and weekends as device-free as possible

Get away from your devices during breaks

Set a notification schedule on any platforms used for work, so that you are not disturbed during downtime

Take advantage of “do not disturb” and out-of-office features, and remind coworkers to respect your status

Limit meeting fatigue by taking breaks, hiding your own video from the screen and refrain from multitasking while on the call



If you get so focused on work that you forget to move around, why not invest in a Fitbit? This tech has a feature that can be set to vibrate - reminding you to stretch and walk around a little bit regularly

6 Strengthen Your Privacy and Security

Use a privacy-first browser, and block online advertisements

Use messaging apps with end-to-end encryption

Review permissions for apps with regard to accessing data on your devices

Modify privacy settings on social media to limit who can see your account and/or personal information

Keep your email address and phone number private to limit spam and robocalls, and consider getting secondary contact points when shopping online

Use review sites to identify trustworthy software, and choose options that respect data privacy regulations



Look for GDPR-approved software, since this ensures the highest level of personal data protection in the world today

Be Mindful of Social Media

Try to portray yourself on social media in a way that is representative of how you are in real life

Be kind online - refrain from cyberbullying, trolling, and other forms of behavior that can negatively impact other people

Avoid getting into negative discussions online, or things that are an unproductive drain on your time

Leave groups and unfollow or mute friends who are a negative influence on your feed

Reach out to those that are showing signs of depression



If you're serious about cutting back on social media, why not do something as simple as deleting the apps from your smartphone? You'd still be able to check your accounts when at a computer.

8

Improve Your Posture

Position screens at, or slightly below, eye level

Adopt correct posture without hunching, twisting, slumping, or arching your spine, which should instead be straight and in a neutral position

Further align spine through correct chair height and positioning, so that feet rest flat on the floor - use a foot stool if necessary

Do some regular physiotherapeutic exercises - paying special attention to the neck - to limit that bad effects of overusing technology

Ensure that you have good technique with all the devices you use, protecting yourself from things like text neck, trigger thumb and carpal tunnel damage



60% of Americans have experienced health problems from using technology or sitting at a desk (Harris Interactive)

Look After Your Eyesight

Sit a sensible distance away from televisions, computer screens and other devices wherever possible

Adopt the 20-20-20 rule - after 20 minutes of screentime, look at something 20 feet away for 20 seconds

Take regular breaks away from your devices to let your eyes relax

Use apps like F.lux and Eye Pro that automatically calibrate a device's screen brightness to the local time of day

Decrease screen brightness so that it matches the room's lighting



It's a good idea to have regular eye checks with an optometrist to make sure your eyes are in good health, and to determine if any chronic eye conditions are developing

Consider Your Wider Health

Take a break from technology if you are feeling pain in your hands, wrists or eyes

Invest in technology or furniture - like a separate monitor, orthopedic chair or standing desk - that will enable to use your devices safely

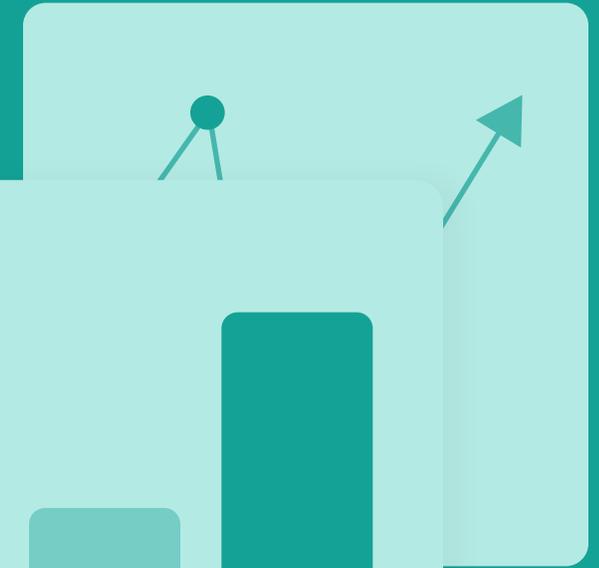
Try to integrate some form of physical activity into your daily routine

Use apps like Headspace or Calm into your life to help manage your emotions and wider mental health

Get creative with activities that help with relaxation, or go out into nature



Eat well, get enough sleep and laugh often.



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