

TAMING

TECHNOLOGY

Technology has transformed how we work, socialize, learn, and entertain ourselves. But too much screen time can result in negative impacts to your well-being. It's time to tame the tech beast.

Is technology a friend or foe?

Technology is inevitable. A wealth of possibilities at our fingertips – smartphones, mobile apps, games, social media, instant messaging, and email – technology can make life more convenient, connected, and fun! Here are some ways we can use technology for good and avoid or reduce ways that control behaviors that diminish our well-being.

The transformative impact of technology on modern life has many obvious benefits.

- Staying connected to distant friends and family via video calls, texting, and social media.
- Analyzing and understanding how you sleep, eat, move, and more with tracking apps and wearable sensors.
- Practicing healthy behaviors like journaling, meditation, exercise, and more with wellness-focused apps.
- Making life easier and more convenient with information and education at your fingertips and on-demand services like food delivery apps.

There may also be downsides to our technology-infused lives, sapping us of our time and attention.

- Continuous distractions in the form of notifications, texts, social media feed updates, and more.
- Constantly connected to work via our mobile phones and calendars.
- Overloading on the information constantly streaming into our inboxes and social media feeds.
- Feeling physically disconnected when technology too often replaces face-to-face interactions.
- Sleep interruptions from notifications and blue light emitting screens that can affect our circadian rhythm.
- Affecting our mental and emotional well-being and possibly leading to feelings of FOMO (fear of missing out), anxiety, stress, or depression.

BE A MINDFUL TECHNOPHILE

Positive behaviors start with being mindful of how and when you use technology. Cultivating healthy digital habits can help you leverage technology when it's useful and avoid addictive behaviors.

CHOOSE WISELY

Make a conscious effort to engage with technology that supports your well-being!

- Choose apps that support healthy behaviors like exercise, meditation, and journaling.
- Leverage biometric technology to gain insights on behaviors like movement and sleep.
- Limit notifications to healthy nudges like reminders to move or hydrate.
- Use apps that track your digital use to build greater self-awareness on your technology habits or to help you limit them.
- Use communication technology to help you connect with friends and family that are far away.

MAKE TIME TO UNPLUG

Reduce technology usage in your life to make space for what energizes you!

- Make your bedroom a "no tech zone" to promote restful sleep.
- Make dinner-time a "no tech zone" so everyone can connect face-to-face.
- Instead of texting or emailing, make a call instead or if possible, connect in person.
- Schedule a "tech free" weekend or vacation.
- Hide your phone when you are engaging with other people so you aren't tempted to look at it.

TEAM TIPS Work together to create time for work!

- Meeting-free Fridays**
Designate time each week for the team to have focused work time. No meetings allowed!
- IM Etiquette**
Practice positive IM behaviors. Respect status messages, keep your status updated, and be brief and quick with requests!
- Email Etiquette**
Discuss and set expectations on emailing. Create boundaries, for instance, no emailing on weekends or evenings.
- Tech Free Zones**
Create technology free spaces in the office for people to connect and meet without digital distractions.

GET INTO FOCUS!

Technology may have been designed to make us more productive, but sometimes it has the opposite effect. You may think you are getting more done by multi-tasking, but in reality, it diminishes your productivity.

THE TRUTH ABOUT MULTI-TASKING

- The quality of work suffers:** Distractions make you more prone to errors.
- Work takes longer:** It takes time and effort to switch back and forth from one task to another.
- Retention fails:** Your ability to retain information is diminished.
- Application of knowledge diminishes:** Your ability to process and apply knowledge is diminished.

Source: Brain Rules by John Medina

MONOTASKING HACKS

Avoid distractions with strategies to help you focus.

- 1 window:** Avoid the growing number of open documents, web pages, and projects on your desktop. For a day, only let yourself open one item at a time.
- 30 on 30 off:** Create blocks of time for focused work. For example, switching between 30 minutes to complete a task and 30 minutes to respond to emails.
- Just one thing rule:** Decide you are only going to focus on one thing and then do it. Don't give yourself permission to multi-task so you can give your complete attention to the task at hand.
- Plan for surprises:** Leave gaps of your day unscheduled so that you will have time to deal with the unexpected when it pops up.
- Get a watch:** If you use your phone to track time, get a watch. You can check the time without getting distracted by emails, texts, or other notifications.

TEAM TIPS

- Phone Free Meetings**
Have your participants put away their phones during brainstorming sessions and other meetings so you can leverage the full attention of the group.
- Remember Remote Teammates**
Make your meeting or collaboration session remote-friendly by leveraging video-conferencing so everyone can participate.
- Collaborate Efficiently**
Leverage online collaboration tools so your team can edit and add to documents, improving version control and diminishing emails and IM's.

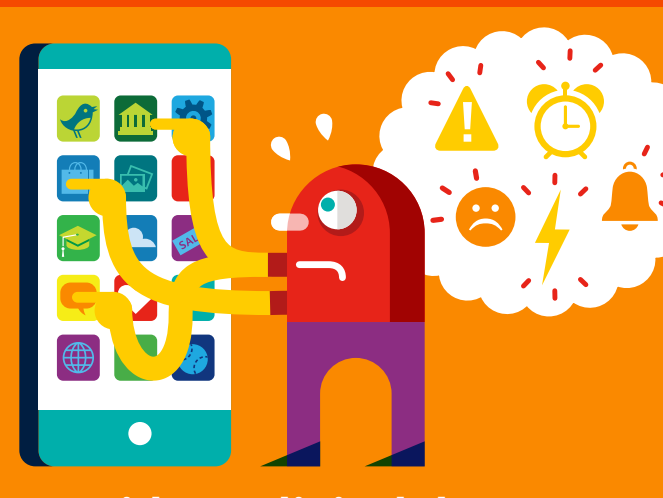
TAKING BACK CONTROL

Not all technology was created equal. While many technologies were designed to make our lives more seamless and efficient, some were designed with one simple goal – to hold our attention indefinitely. But the good news is that regardless of design, we have the power to use technology in purposeful ways.

Who's in charge? You or your technology?

Technology is a vital part of our personal and professional lives. But how do we know when our technology use is negatively impacting us? Here are some questions to ask yourself when reflecting on your own use of technology.

- Am I missing out on work or life activities because I am interacting with technology?
- Is my phone the first thing I look at when I wake-up in the morning?
- Do I feel anxious if I can't use my technology?
- Does my technology use impact my personal relationships?
- Do I feel the need to immediately respond when I receive notifications?



If you answered yes to any of these, maybe it's time to consider a digital detox.

DIGITAL DETOX PROGRAM

When your technology use gets out of hand, consider a week-long digital detox to take back control of your tech and your life.

<p>Monday: Stay off social media for the entire day.</p>	<p>Tuesday: Eat all your meals in a room without a TV, phone, or computer for the day.</p>	<p>Wednesday: Don't look at your phone until you arrive at work. When you sit down for dinner, shut off your phone.</p>	<p>Thursday: Unsubscribe from all unwanted emails; unfollow anyone you don't know on social media. Feeling really ambitious? Put your phone on grayscale to reduce its attractiveness.</p>	<p>Friday: Move any mobile apps that you have not used in the past month into a folder to cut down clutter; turn off push notifications on social media.</p>	<p>Saturday: Turn your phone off for eight consecutive hours (while you're awake!). Take your smartwatch off.</p>	<p>Sunday: Charge your device outside of your bedroom. Buy an alarm clock to replace your phone clock.</p>
---	---	--	---	---	--	---

Technology can often enhance your work and life when you practice healthy digital habits. By building self-awareness, setting boundaries, and focusing on positive behaviors, you can tame your tech and support your well-being.

Note
The activities referenced here are in no way sponsored or endorsed by Deloitte and participation in any such activities is wholly voluntary and at your own risk. All information presented here is intended for your general knowledge only and is not a substitute for professional medical advice or treatment for professional medical conditions. You should seek prompt medical care for any specific health issues and consult your physician before starting a new fitness regimen.

About Empowered Well-being
Empowered Well-being is Deloitte's holistic approach that gives our people the support and flexibility to make daily choices that can enable them to be energized, confident, and aware. It provides the opportunity for our people to personalize their experiences in the ways that matter most to them in body, mind, and purpose.

About Deloitte
Deloitte refers to one or more of Deloitte Touche Tohmatsu Limited, a UK private company limited by guarantee ("DTTL"), its network of member firms, and their related entities. DTTL and each of its member firms are legally separate and independent entities. DTTL (also referred to as "Deloitte Global") does not provide services to clients. In the United States, Deloitte refers to one or more of the US member firms of DTTL, their related entities that operate using the "Deloitte" name in the United States and their respective affiliates. Certain services may not be available to attest clients under the rules and regulations of public accounting. Please see www.deloitte.com/about to learn more about our global network of member firms.

Copyright © 2018 Deloitte Development LLC. All rights reserved.