

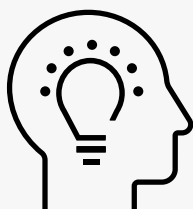


# Dear Digital

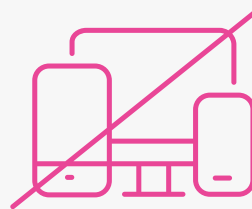
## Micro-Habit Menu



Establish digital  
borders and boundaries



Adopt neuro-  
productivity principles



Disable digital  
distractions



Unplug for rest  
and recovery

# Establish digital borders and boundaries

## Practice 1: Set your digital guardrails



### MICRO-HABIT 1

#### Establish your digital curfew

- Set up a sleep reminder
- Give yourself some digital-free time before bed
- Create a predictable wind-down ritual
- Do a screen swap before bed
- Establish a landing zone in your home
- Invest in blue-light-blocking glasses for use at night
- Dim the brightness



### MICRO-HABIT 2

#### Identify your no-go tech-zones

- Get an alarm clock
- Activate driving mode
- Have a digital depot for mealtimes
- Put it on silent and out of sight
- Use a phone storage box



### MICRO-HABIT 3

#### Rest your eyes

- Follow the 20-20-20-20 rule
- The elbow rule
- Hook this habit onto other habits
- Dilate your gaze throughout the day
- Close your eyes throughout the day
- Shrink the size of your meeting windows



## Practice 2: Boost your focus and reduce technostress



### MICRO-HABIT 1

#### Increase your green time to balance your screen time

- Shift some of your virtual meetings to walking meetings
- Aim to get 20 to 30 minutes of natural sunlight within the first hour of waking up
- Aim to get 90 minutes of sunlight each day
- Get some afternoon light



### MICRO-HABIT 2

#### Take micro-movement breaks

- Walk-and-talk meetings
- Set a timer
- Keep some prompts nearby
- Compile a micro-movement list



### MICRO-HABIT 3

#### Breathe better

- Use the physiological sigh when you're feeling stressed
- Make your exhalations longer than your inhalations
- Set a reminder on your phone's lock screen

## Practice 3: Optimise your workspace



### MICRO-HABIT 1

#### Sit-stand-switch

- Set a 1:1 ratio for sitting and standing
- Set a timer
- Invest in a stand-up desk (or make your own)
- Plan three or four ten-minute walks each day
- Stand up for your phone calls
- Stand-up meetings
- Engage in a step challenge



### MICRO-HABIT 2

#### Set it up right

- Light it up in the day
- Dim it down in the late afternoon and night
- Set it up
- Location, location, location
- Limit your view
- Have designated spots
- Personalise your space
- Eliminate background noise
- Work in a café
- Add some greenery
- Marie Kondo your workspace



### MICRO-HABIT 3

#### Declutter your digital space

- Remove your tech temptations
- Declare email bankruptcy
- Don't be a tab hoarder
- Declutter your desktop
- Audit your downloads



# Adopt Neuro-Productivity Principles

## Practice 4: Work in digital dashes



### MICRO-HABIT 1

#### Set your work schedule in 90-minute intervals

- Determine your cadence
- Time-block your calendar accordingly
- Schedule breaks in your calendar



### MICRO-HABIT 2

#### Optimise your breaks to optimise performance

- Restoration
- Exposure to light
- Movement
- Nature
- Autonomy
- Connection



### MICRO-HABIT 3

#### Manage meetings better

- Shorten your meetings
- Set the meeting default in your calendar
- Make speedy meetings one of your team's digital guardrails
- Switch to phone calls
- Breaks to remember

## Practice 5: Do deep work during peak-performance windows



### MICRO-HABIT 1

#### Work in concert with your chronotype

- Determine if you're a bear, wolf, lion or dolphin
- Devote your focus hours to your most intellectually demanding tasks
- Follow a sleep schedule that matches your chronotype's biological needs
- Set core collaboration hours



### MICRO-HABIT 2

#### Triage your to-do list

- Identify tasks that are both urgent and important
- Assign your tasks to one of the four quadrants
- Use your pre-meeting time wisely
- Keep your to-do list handy



### MICRO-HABIT 3

#### Build a fortress around your focus

- Use a sign to indicate that you're doing deep work
- Wear specific clothes or a hat to signal that you're working when working from home
- Work behind a closed door
- Have open office hours
- Train people to stop interrupting you
- Wear noise-cancelling headphones while you work
- Have a communications policy

## Practice 6: Mono-task, don't multi-task



### MICRO-HABIT 1

#### Plan your workday

- Establish your core collaboration hours
- Set and stick to your schedule
- Mute your collaboration notifications
- Timebox your day



### MICRO-HABIT 2

#### Snack (don't nibble) on your inbox

- Schedule when you'll check emails
- Treat your email like laundry
- Check email two to four times per day
- Set up a five-folder method
- Manage people's tech-spectations



### MICRO-HABIT 3

#### Wear noise-cancelling headphones

- Music to your ears
- Soft, slow and no lyrics
- Listen to binaural beats



# Disable Digital Distractions



## Practice 7: Manage your digital load



### MICRO-HABIT 1

#### Activate Do Not Disturb mode

- Mute notifications on communication tools
- Set up DND mode on your phone
- Do the same for your laptop or desktop



### MICRO-HABIT 2

#### Manage your notifications

- Prune your non-essential notifications
- Batch or bundle your notifications
- Create VIP notifications
- Mute conversations or chats



### MICRO-HABIT 3

#### Disable auto-play

- Manage auto-play settings
- Check when you update



## Practice 8: Create more friction



### MICRO-HABIT 1

#### Out of sight, out of mind

- Put your phone out of sight when doing deep work
- Put your laptop or tablet away at the end of the workday
- Replace your tech temptation with another visual cue



### MICRO-HABIT 2

#### Log out

- Logging out rules
- Log out of social media accounts
- Log out and change your password
- Shut down your devices



### MICRO-HABIT 3

#### Use tech-prohibition tools

- Screen Time or Digital Wellbeing features
- Use Freedom
- Use RescueTime
- Use Inbox When Ready

## Practice 9: Minimise your tech temptations



### MICRO-HABIT 1

#### Go greyscale

- Determine when you're most likely to be distracted by your phone
- Quickly activate greyscale mode



### MICRO-HABIT 2

#### Maximise your windows

- Go full-screen mode
- Hide your toolbar
- Close all tabs



### MICRO-HABIT 3

#### Hide your tech temptations

- Delete troublesome apps off your phone
- Remove your tech temptations off your phone's home screen
- Keep only functional apps on your phone's home screen
- Remove tech temptations from your toolbar

# Unplug for Rest and Recovery



## Practice 10: Take peak-performance pit stops



### MICRO-HABIT 1

#### Take piccolo breaks

- Close your eyes
- Do exhale-emphasised breathing
- Do rapid, deliberate breathing
- Hum or sing
- Mammalian diving reflex
- Engage in non-sleep deep rest
- Connect and laugh
- Drink water at your desk
- Undertake deliberate cold-exposure protocols
- Create a piccolo-break chart



### MICRO-HABIT 2

#### Schedule tall breaks

- Ring-fence your time
- 'Don't touch your box @ night'
- Reframe a tall break as a peak-performance tool
- Start small



### MICRO-HABIT 3

#### Add grande breaks

- Plan your grande breaks
- Schedule them in your calendar
- Plan and protect your weekends
- Plan your holidays



## Practice 11: Establish power-down rituals



### MICRO-HABIT 1

#### Clear cognitive associations

- Have a designated workspace
- Create a hard stop to your workday
- Close your tabs
- Create rituals to transition into your evening



### MICRO-HABIT 2

#### Close down the day

- Set aside time to wrap up and plan
- Close open loops
- Plan for tomorrow
- Specify your success



### MICRO-HABIT 3

#### Create digital depots

- Have a phone basket or drawer
- Have a device landing zone



### MICRO-HABIT 1

#### Leave white space in your calendar

- Block out mind-wandering time
- Leave margin room in your calendar
- Follow Google's '20 per cent time' habit
- Look for incidental moments



### MICRO-HABIT 2

#### Have screen sabbaticals

- Have a tech sabbath
- Cut it down, don't cut it out
- Capture moments to your personal hard drive
- Use tech tools
- Go for a walk without headphones
- Communicate your tech-spectations



### MICRO-HABIT 3

#### Meditate for 12 minutes per day

- Start small
- Use tech tools
- Self-directed hypnosis as an alternative

