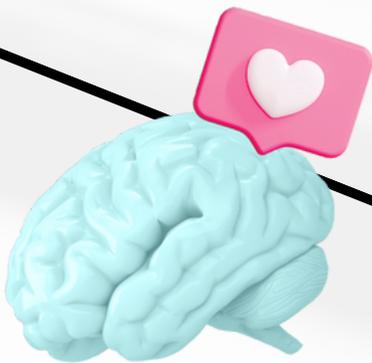




Beat Digital Burnout



Beat Digital Burnout

The science behind rest and recharging in an always-on digital world

DR KRISTY
GOODWIN

You can't be fully 'on' if you're never 'off'.

BURNOUT

The World Health Organisation classified burnout as an occupational phenomenon “resulting from chronic workplace stress that has not been successfully managed.” It is characterized by three dimensions:

1. feelings of energy depletion or exhaustion;
2. increased mental distance from one's job, or feelings of negativism or cynicism related to one's job; and
3. reduced professional efficacy.

WHY DIGITAL BURNOUT IS A RISK TO HYBRID WORK-

We're biologically designed to cope with short, complete stress cycles. However, in our digital world we're constantly bombarded by micro-stressors and we don't close the stress cycle. Our stress levels have increased substantially in recent years because (i) we've removed some of the natural buffers which counteracted stress (predictable start and end of the day, sleep and physical movement, breathing all helped to bring us to a natural baseline) and (ii) we've added to our stress load because of our digital technology use.

STAGE & SYMPTOMS OF BURNOUT-

Honeymoon	where we need to catch people & provide preventative coping strategies.
Onset of stress	our demands outweigh our coping resources.
Chronic stress	acute stress left untreated
Burnout	the above symptoms experienced simultaneously.

Symptoms include headaches, insomnia, exhaustion, digestive issues, physical tension, fogginess, forgetfulness, cynicism, social withdrawal, emotional blunting, detachment, irritability, loss of motivation, neglecting personal needs.

DIGITAL BURNOUT

One of the biggest threats to modern teachers is digital burnout. Why? Our digital load has increased substantially in recent years thanks to advances in digital technologies (especially emails, virtual meetings & digital communication tools), we're working in ways that are incongruent with our neurobiology (multi-tasking, having constant virtual meetings, working for long stretches of time) and we've perpetuated an 'always on' culture, where employees feel they need to be seen to be instantly responsive to emails and messages, as they see this as a marker of productivity. Digital burnout is fatigue, frustration, or apathy resulting from prolonged stress, overwork, or intense activity from overuse of digital devices. Digital burnout can result from excessive or unsustainable digital habits. This is why it's imperative that teams establish their digital guardrails- explicitly stating the norms, behaviours and principles around digital tool usage and hybrid habits. Take Dr Kristy's [Digital Burnout Barometer Assessment](#).

Beat Digital Burnout

Boost your performance and wellbeing with unplugged time

DR KRISTY
GOODWIN

Rest is a responsibility, not a reward.

TYPES OF BREAKS TO BEAT BURNOUT



1. **Piccolo** regular, short daily breaks (5-10 minutes). Your body has an ultradian rhythm meaning that it naturally goes through peaks and troughs roughly every 90 minutes.
2. **Tall** at least 2 hours/week at predictable times off; and
3. **Grande** half to full days off each month.

Research shows that micro-breaks are most effective in terms of beating burnout.

COMPONENTS OF 'GOOD REST'



REMNAC - rest by closing your eyes for 10 seconds, exposure to light to help boost focus and minimise eye damage, movement, to boost neurotransmitters like dopamine and noradrenaline, get a dose of greentime as 40 seconds in nature can reduce your cortisol level, have some autonomy as to what you elect to do in your rest period and connect with others (even if it's a conversation on the phone).

ORGANISATIONAL CONSIDERATIONS

Teams need to clearly articulate their 'digital guardrails'- the norms, behaviours, practices and principles surrounding digital tools. For example, what's the expected response rate on internal emails? How will communication channels be managed? Do you have a communication escalation plan in the case of an urgent situation? What are your virtual meeting protocols? Communicate your 'tech-pectations' to your colleagues and clients so you have peace-of-mind that you can switch off. Organisations also need to create a culture where rest is revered by having leaders openly share taking time off. Let me know if I can help your team create your Digital Guardrails.

Let me help you to thrive in the digital world

I share regular tips and tricks on social media (the irony isn't lost on me) and in my newsletter. Access my FREE eBook Five Essential Digital Productivity Hacks here (& I promise not to add to your email overwhelm). I also have two eCourses that you can access at your own pace to help you thrive online.



D-RIVE ZONE
VIDEOS



CHRONOTYPE
ASSESSMENT &
REPORT

PILLAR I

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



PILLAR II

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



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



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

PILLAR III

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

- Put your laptop or tablet away at the end of the workday
- 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

PILLAR IV

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

Practice 12: Enjoy mind-wandering mode



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 sabbathals

- 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



Dear Digital, We need to talk...



If you want to put an end to constantly feeling stressed, overwhelmed, and distracted the best place to start is... with a good old-fashioned book. Dear Digital, We need to talk... in fact!

Dominate your digital distractions and stop screens from adding to your stress.

Learn brain-based strategies to tame your toxic tech-habits and thrive in the digital world. And no, don't worry. You don't need to cancel your Netflix subscription or take Slack off your phone.

To find out more information about our special Speaking and Book Bundles please contact:

Karen info@drkristygoodwin.com



About Dr Kristy

Having personally experienced how our always-on digital culture is compromising people's wellbeing and is counter to optimal and sustainable performance, award-winning researcher and speaker Dr Kristy Goodwin is on a mission to promote employee wellbeing and bolster workplace productivity in an always-on digital world.

As one of Australia's digital wellbeing and productivity experts, she shares practical brain-based hacks to tame tech habits and the latest evidence-based strategies to decode the neurobiology of peak performance in the technological era.

Senior business leaders and HR executives from the country's top organisations engage Dr Kristy to help them promote employee digital wellbeing and performance. Her roster of clients includes Apple, Westpac, Deutsche Bank, Bank of Queensland, DLA Piper, Westfield, Randstad, the Reserve Bank of Australia, NSW Health, Cuscal, State Street, National Broadband Network and Fortel.



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