



DIGITAL
Wellbeing
CHALLENGE

EBOOK WITH MARKERS, TRACKERS &
MICRO-HABITS MENU

NAME -

Digital Wellbeing Markers

PRE-CHALLENGE & CHALLENGE TRACKING

Track your sleep, focus and stress levels each day and record an emoji to reflect your performance in each domain.



Try to complete 1-2 days worth of tracking BEFORE the challenge begins and then track during the challenge too. We're using this tracking tool so we can hopefully measure some tangible improvements in your digital wellbeing and productivity over the challenge period.

M T W T F S S

Sleep - how was the quality AND quantity of your sleep?

Focus - were you able to sustain your focus today and minimise digital distractions?

Stress - were you able to maintain relatively low levels of stress today?

Digital Habit Tracker

MICRO-HABIT STACKING & TRACKING EXAMPLE

Below is a completed version to show you how we'll use the habit tracker DURING the challenge. You'll notice that Tuesday of micro-habit 2 was left blank because we 'stack' a new habit each day. I didn't implement habit 1 on Sunday so I put a cross. On Sunday for habits 4 and 5 I put a dash because the micro-habit didn't apply or work on that day as it was the weekend and I wasn't sitting at my desk or doing focused work.

Micro-habits	M	T	W	T	F	S	S
1 Keep my phone out of sight in my bedroom.	✓	✓	✓	✓	✓	✗	✓
2 Apply the 20-20-20-20 rule when working on laptop.	●	✓	✓	✓	✓	✓	✓
3 Log out of Instagram when I've finished.	●	●	✓	✓	✓	✓	✗
4 Do incidental movement after 30 minutes sitting down.	●	●	●	✓	✓	✓	-
5 Activate Do Not Disturb Mode when doing focused work.	●	●	●	●	✓	✓	-
6	●	●	●	●	●	●	●
7	●	●	●	●	●	●	●
8	●	●	●	●	●	●	●

Digital Habit Tracker

MICRO-HABIT STACKING & TRACKING

Record the one micro-habit you will implement each day of the challenge and keep track of your progress throughout the five-days (and beyond.) Obviously Day 5 will only be tracked on Day 5, but you're welcome to track your progress after the challenge. The challenge ONLY requires you to select ONE micro-habit each day, but there's extra room for additional habits if you're feeling ambitious.

Micro-habits

M T W T F S S

1	_____	●	●	●	●	●	●	●
2	_____	●	●	●	●	●	●	●
3	_____	●	●	●	●	●	●	●
4	_____	●	●	●	●	●	●	●
5	_____	●	●	●	●	●	●	●
6	_____	●	●	●	●	●	●	●
7	_____	●	●	●	●	●	●	●
8	_____	●	●	●	●	●	●	●

Summary

STOP SCREENS
SABOTAGING YOUR
SLEEP



PROTECT YOUR VISION



SET YOUR DIGITAL
BORDERS



SET UP YOUR WORK
STATION



DISABLE DIGITAL
DISTRACTIONS



DAY 1

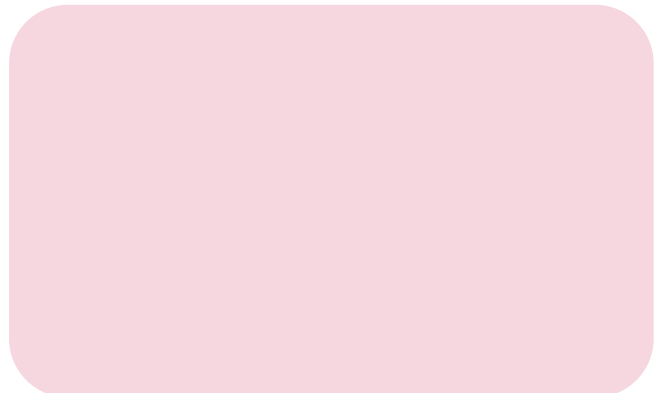
MICRO-HABIT MENU

Sleep

SELECT ONE HABIT FROM THE MENU:

- Establish a digital bedtime (60-90 minutes before you want to fall asleep).
- Minimise fast-paced screen action before sleep as it will have a hyper-arousal effect..
- Do a screen swap before bed (watching TV may be a better choice than staring at a smartphone or tablet)
- Keep devices out of bedroom OR at least out of sight if they're in your bedroom.

YOUR ONE MICRO-HABIT FOR DAY 1:



Vision

- Wear blue-light blocking glasses- I use & recommend Baxter Blue. (apply code 'DRKRISTY' for 10% discount & free shipping)
- 20-20-20-20 rule- every 20 minutes you're on a device, take at least a 20 second break, look 20 feet away (approx 6m) and blink 20 times.
- Spend time in natural sunlight (kids need 10-15 hours/week) to help elongate the eye.
- Take regular breaks (at least every 60 minutes).
- Keep your screen arm's distance from your body and about 15 degrees below your eye line.
- Reduce your overhead and/or surrounding lighting to avoid placing extra strain on your eyes.

YOUR ONE MICRO-HABIT FOR DAY 2:



Digital Borders

- Set your social hours each day at times that work for you.
- Check email 3-4 times/day.
- Change your language from "I can't" to "I don't" if you're trying to adopt new digital habits.
- Create your 'Ideal Week' template on your calendar so your work and personal boundaries are clear and time is allocated for various tech tasks.
- Log out of the apps and platforms that are your 'digital weaknesses' to create more friction.
- Don't rely on willpower to avoid your tech temptations. Use Screen Time (iOS), Digital Wellbeing (Android), or RescueTime or Freedom.to (laptops & desktops).

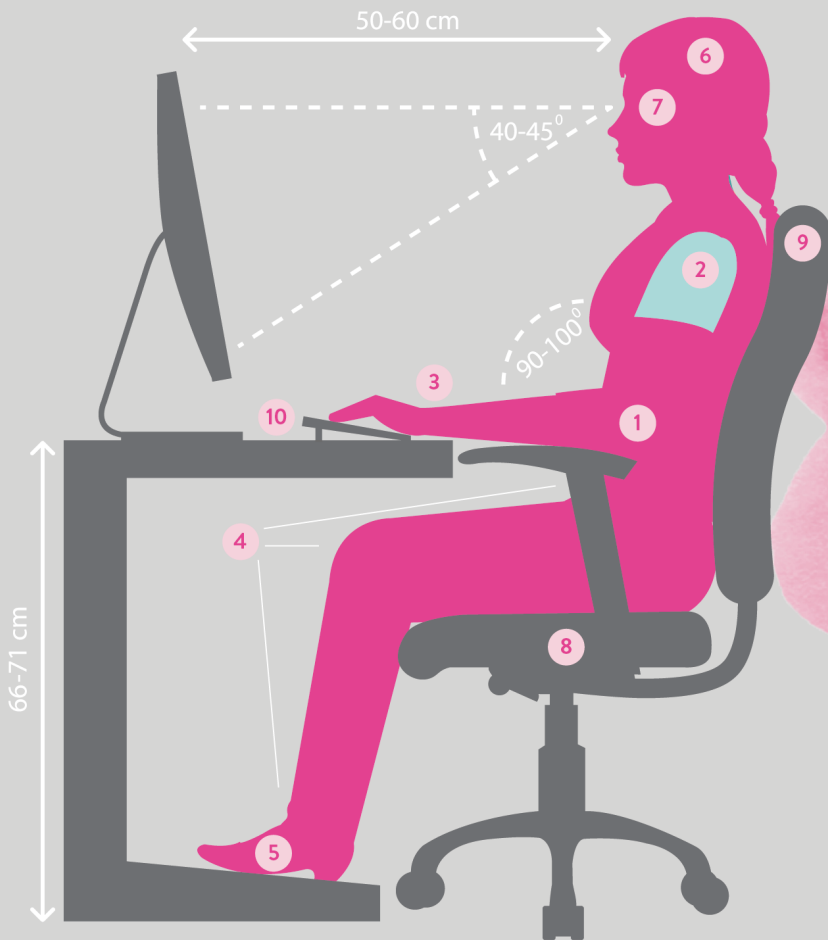
YOUR ONE MICRO-HABIT FOR DAY 3:



Workstations

- Be an upstander. Limit sedentary activity to 30 minutes and then take a movement break to bolster BDNFs and positive neurotransmitters like serotonin & dopamine.
- Check your ergonomics (see the PDF checklist to correctly set up your workstation).
- Take longer movement breaks every 60 minutes. Good breaks allow for movement, autonomy (choice over what you do) and connection with others.
- Schedule a walking meeting. Can you swpa a Zoom or Teams meeting to a phone call and chat over the phone, or in-person if possible?

**YOUR ONE MICRO-HABIT
FOR DAY 4:**



Do you have the correct posture?

1

Elbows

Above the desk, at 90-110 degrees

2

Shoulders

Relaxed as opposed to hunched

3

Wrists

In line with forearms

4

Hips, Knees, Ankles

At 90 degrees whilst seated

5

Feet

Flat on the ground or footrest
For prolonged standing, consider a mat

6

Head

Upright with ears aligned with shoulders

7

Eyes

Looking at the top third of the screen.
Consider the use of a laptop raiser with your laptop

8

Seat length

Should be long enough to provide support
beneath thighs

9

Backrest

Angled at 90-110 degrees with adequate
lumbar support in line with lower back

10

Keyboard and Mouse

G and H of keyboard aligned with your
nose. Mouse gripped loosely



If you're using a laptop;

Used with a riser, external keyboard
and external mouse

DR KRISTY

GOODWIN

DAY 5

MICRO-HABIT MENU

Digital Distractions

Batch/bundle your essential notifications.
Disable non-essential notifications.

Turn on Do Not Disturb mode for a work block when you need to focus.

Maximise your windows when working on your laptop or desktop computer (to avoid tech temptations).

Turn your phone to Greyscale. Google instructions on how to set it up on your phone and operating system.

Proximity- keep your phone out of sight when you need to do focused work and keep your digital weaknesses off the home screen.

Use an email autoresponder or your email signature to manage email response expectations.

YOUR ONE MICRO-HABIT FOR DAY 5:

New Habit List

MORNING

<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____

AFTERNOON

<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____

EVENING

<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____

Important Notes

