

MODULE 2 SUMMARY

Digital Borders & Boundaries

- We have ancient, Paleolithic brains operating in a digital, always-on high-tech world where information is constantly thrust at us. Our brains (& bodies) can't cope with 'infobesity'.
- The technologies we use and love have been designed to be alluring and hijack our attention.
- If we're not intentional about our digital habits, then our digital devices can rob us of our two most important resources- our time and attention.
- We need to establish borders and boundaries around what, when, how, how long, where and with whom we use digital devices.
- WHAT- what tech tools are essential, optional or both? Create a list.
- HOW- do an audit of your workstation using the ergonomic guide on the following pages.

Digital Borders & Boundaries

MODULE 2 MICRO-HABIT

- Set your tech-pectations.
- Keep your phone out of your bedroom.
- Keep your phone out of sight and on airplane mode if it's in your bedroom.
- Have a digital bedtime.
- Establish a landing zone for digital devices.
- 20-20-20-20 rule for vision.
- Get your light right around your laptop or desktop.
- Get regular greentime.
- Check your visual ergonomics.
- Take regular breaks.
- Wear noise-cancelling headphones.
- 60-60 rule with headphones- 60% capacity for no more than 60 minutes per day.
- Desk activity.
- Increase physical activity.



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MODULE 2 MICRO-HABIT MENU

- Don't bookend your day with devices (i.e. first thing in morning and end of day).
- Limit tech use when dealing with 'big' emotions- it will elevate your stress response (sympathetic nervous system).
- Prune your social connections to avoid 'compare and despair' phenomenon.
- Manage meetings- 30-40 minutes maximum before fatigue sets in (and no more than 2 hours/day).
- Don't let tech time interfere with basic psychological and physical needs (relationships, sleep, movement)
- Take 'good' breaks- MAC- movement, autonomy and connection.
- Use prohibition tech tools and don't rely on willpower. e.g. [RescueTime](#) or [Freedom.to](#) for your laptop/desktop and Screen Time (for iOS devices) and Digital Wellbeing (for Android devices).
- Curate your feed- permission to unfollow or unsubscribe to people or groups that don't educate, inspire, entertainou.
- Establish a fixed work station (if you're #wfh).



MODULE 2
MICRO-HABIT

list

HABIT # 1

HABIT # 2

HABIT # 3

HABIT # 4

HABIT # 5



Module 2

Important Notes

DIGITAL
Wellbeing
RESET