



D-RIVING



ZONE

WITH
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GOODWIN



- 1 Remember the 20-20-20-20 rule- every 20 minutes using a device, take a 20-second break, look at something 20-feet away (6 metres) and blink at least 20 times.
- 2 Establish a chronotype-based schedule.
- 3 Manage your notifications during your peak-performance window.
- 4 Take deep breaths for 30 seconds to counter your techno-stress
- 5 Establish a digital bedtime, ideally 60 minutes before you want to fall asleep.
- 6 Conceal your phone during your peak-performance window.
- 7 Check your emails 2-4 times/day.
- 8 Monotask, don't multitask.
- 9 Take 3 types breaks: piccolo, tall and grande breaks
- 10 Identify and enforce your tech-free zones in your house
- 11 Wear noise-canceling headphones
- 12 Work in 'digital dashes' online for no more than 90-minutes.
- 13 Activate 'Do Not Disturb' mode when doing your deep, focused work.
- 14 Take regular piccolo-breaks, roughly every 90 minutes.
- 15 Sit-stand-switch every 20–30 minutes.

- 16 Don't bookend your day with screens.
- 17 Avoid sending emails at night as you'll make more errors.
- 18 Schedule grande breaks into your annual calendar.
- 19 Use scheduling tools to send emails out of hours
- 20 Create consistent power-up and power-down rituals when working remotely.
- 21 Go grayscale on your phone.
- 22 Balance your screen time with green time.
- 23 Set and stick to a social schedule.
- 24 Listen to music to help you focus.
- 25 Remove your tech-temptations from your phone or tablet's home screen.
- 26 Maximise your desktop windows to eliminate distractions.
- 27 Close your eyes for 30 seconds
- 28 Triage your 'To Do' list by classifying tasks.
- 29 Take 'good breaks' using the REMNAC principle: rest, exposure to light, movement, nature, autonomy and connection.
- 30 Communicate your 'tech-pectations' to others.

