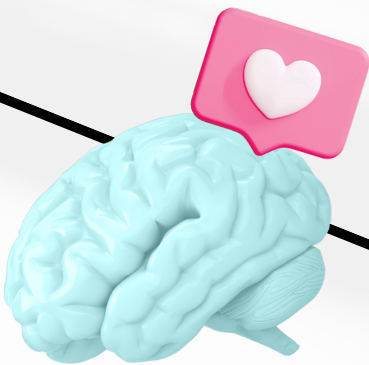




Dear Digital eBook Summary

Keynote eBook Summary
(to help with your 'digital
dementia')



DR KRISTY
GOODWIN

Dear Digital, We need to talk

Brain-based strategies to help your team achieve peak-performance in a digital age

Thrive online and offline.

DR KRISTY
GOODWIN

ARE YOU IN CONTROL OF TECHNOLOGY, OR DOES TECHNOLOGY CONTROL YOU?

The World Health Organisation classified burnout as an occupational phenomenon “resulting from chronic workplace stress that has not been successfully managed.” It is characterised 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, biological 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.



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

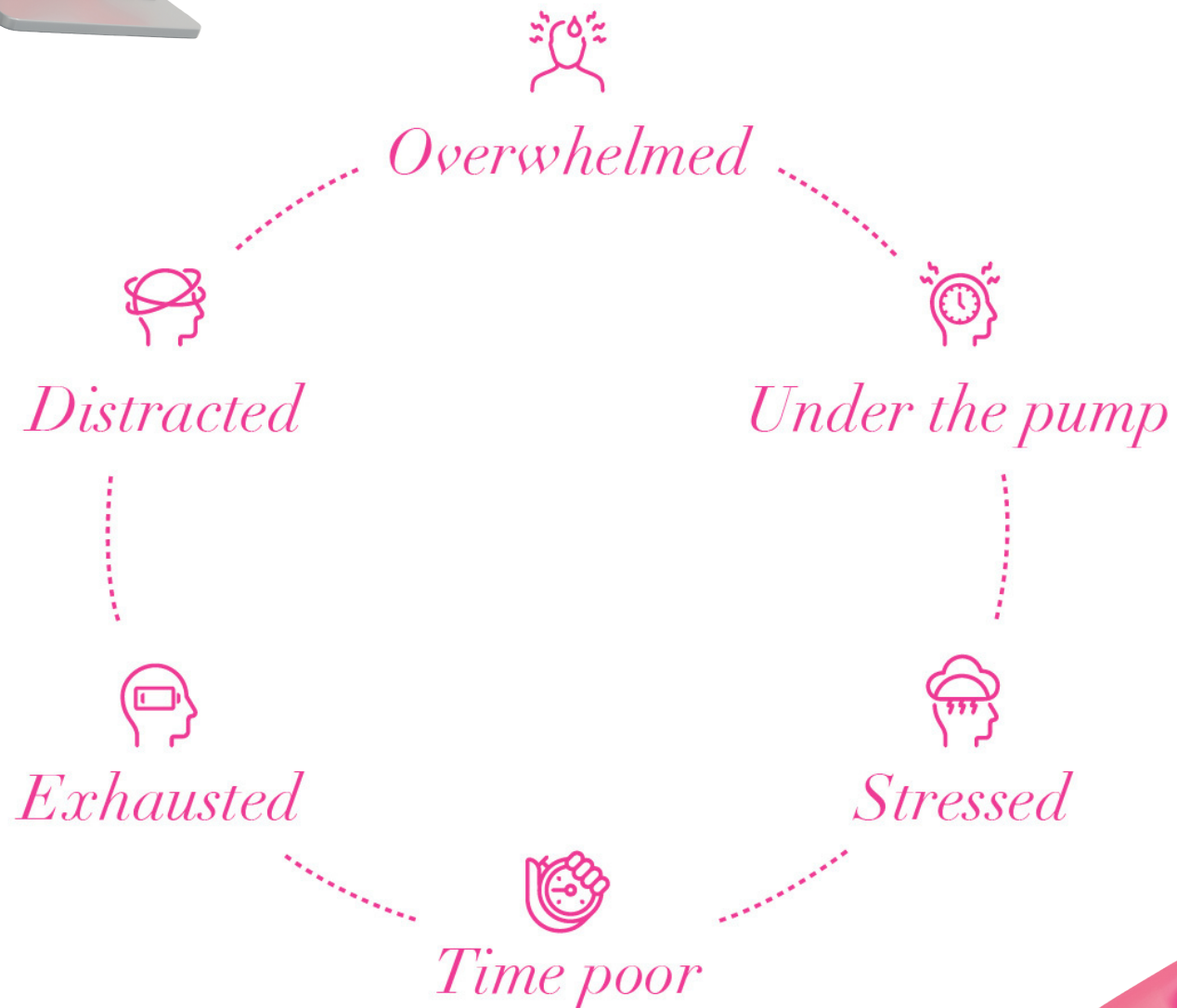
DIGITAL BURNOUT

One of the biggest threats to hybrid work and distributed teams 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 like Teams and Slack), 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](#).



Are your tech habits leaving
you feeling **OUSTED**?



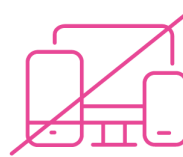
Pillars of DIGITAL PEAK-PERFORMANCE



Establish
digital borders
and boundaries



Adopt
neuro-productivity
principles



Disable
digital
distractions



Unplug
for rest and
recovery

Pillar I

Establish digital borders and boundaries



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



Take micro-movement breaks

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



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



Pillar II

Adopt Neuro-Productivity Principles



Set your work schedule in 90-minute intervals

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



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



Plan your workday

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



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

Pillar III

Disable Digital Distractions



Manage your notifications

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



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



Pillar IV

Unplug for Rest and Recovery



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



Close down the day

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



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



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. Grab your copy [here](#).

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, AMP, Deutsche Bank, Bank of Queensland, DLA Piper, Westfield, Randstad, the Reserve Bank of Australia, NSW Health, Cuscal, State Street, National Broadband Network and Foxtel.



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