

A situation where I want to use my phone less

The key to any successful behavior change is that the change aligns better with one's values and there is a plan in place. Digital Well-being is about maximizing all of the things we like about our device use and minimizing all of the things we don't. Once you've completed steps 1-5, share your plan with someone and post your plan somewhere visible to help keep you motivated!

1. **Identify one situation where you often use your phone but would like to use it less.** *I would like to use my phone less when I am bored.*
2. **Why is changing your phone use in this situation important to you?** *This is important to me because I want to be more productive and creative and I know that scrolling mindlessly on my phone takes away from both of those things.*
3. **What is at least one specific strategy you will implement in order to use your phone less in this situation? HINT: use the back of this sheet for strategy ideas.** *I am going to put my phone in focus mode, and tuck it out of sight.*
4. **What will you do instead and for how long?** *Instead of scrolling, I will practice 10 minutes of thinking / reflection time*
5. **When will you do it? How many days?** *I am going to do this at least 2 times next week, the week of Feb. 10th, following an afternoon meeting. Put your plan in your phone.*
6. **Observe and take note of your experience and adjust.** *Ideas include: Did the plan work? How did you feel after trying a new strategy? Would you do it again? If it did not work, what can you adjust to achieve success? Do you want to continue with this challenge or try a new one?*



Check out this resource from the Center for Humane Technology for more digital well-being goal-setting inspiration.



Need a reminder on your phone?
Use this QR code for a fun phone wall-paper reminder.

Increase focus

- o Put phone out of sight when working.
- o Use focus modes and Do Not Disturb.
- o Single task. Open one browser at a time.
- o Take pen and paper notes in meetings when possible.
- o If your attention span feels like it is at an all time low, you're not alone. Google **Pomodoro Technique**. This technique is structured around working in focused intervals, taking a break (preferably screen free) and repeat.

Create an environment that fosters digital well-being

- o Use automated email responses during periods of unavailability. (a workday away from desk, a vacation, etc.)
- o Clearly communicate when responses can be expected. (ex. Within 48 hours of message)
- o Set clear boundaries between work and personal life when using digital devices.
- o Avoid responding to work-related messages during personal time unless it's an emergency.
- o Clearly communicate expectations for response times outside of work hours.
- o Set boundaries on sending non-urgent emails or messages after work hours.

Be open to connections

- o Avoid device use immediately before and after meetings to welcome friendly conversation.
- o Remind yourself that small talk can lead to rewarding connections. Good topics to get you started include weather, arts and entertainment, sports, family, food, work, travel, celebrity gossip, hobbies, and hometown.
- o Put your phones out of sight when having a conversation.

Give your brain a break

- o Walk to meetings without looking at your phone.
- o Stand in line without looking at your phone.
- o Practice being present with feelings instead of scrolling.
- o The next time you are stressed, take a more restorative 10-minute break by stepping away from all screens.
- o Eat without your phone at the table to enjoy your food and company (if present).
- o Get outside! Even just 10 minutes without a device is good for mental health.

Get better sleep

- o Use a blue light filter / night mode.
- o Place your phone out of the bedroom and get an alarm clock.
- o Create a tech-free buffer before bedtime to promote better sleep.
- o Read a book or engage in a calming activity instead of using electronics.

Minimize mindless scrolling and doom scrolling

- o Choose and stick to specific scrolling limits - number of times a day, for how long, what apps.
- o Identify what it is you are trying to get from scrolling and make a list of alternatives that will help you realistically achieve that – for example – if you are using Facebook for connection, consider making a phone call or texting.

Find more joy

- o Look for small moments that bring a smile to your face each day.
- o Start a gratitude journal – either in photos or words.
- o Make plans with friends and family away from screens.
- o Allow yourself at least 10 minutes a day to explore a new hobby you have wanted to do.
- o Clean up your digital clutter – delete apps that no longer serve you.

Align your screen use with your goals and values. When you do spend time on your device, you will feel more rewarded and have a greater sense of well-being. Start by examining your current screen time and app use. Then consider replacing less fulfilling device time with a more intentional alternative.

- o Love learning? Listen to podcasts, audio books or use your device to read.
- o Explore new hobbies and skills.
- o Use music to relax.
- o Use apps to help with organization and productivity.
- o Having a hard time finding your people? Find an online community.
- o Need to process emotions? Try a mindfulness app or online counseling.
- o Need fitness motivation? Use an app to track steps, goals, successes, etc.
- o Plan your next adventure, whether it's something to do tonight, this weekend, or your next vacation.