



Digital Guidelines:

- Reduce/curate/customize notifications
- Check what positive digital tools are out there
- Set wind-down feature on your Smartphone
- “Do not disturb” mode on your Smartphone
- Tools only on home screen

Physical Guidelines:

- Spend more time outside
- Charge phone outside bedroom
- Maintain a healthy digital diet
- Device-free meetings
- Different devices for work/personal use
- Switch off devices completely for focussed work
- Schedule your email time
- Reduce emails you send to reduce emails you receive
- More face-to-face conversations
- Quality personal time/be fully present

Taken from Google’s [“Intro to digital wellbeing”](#) online training course