

HABITS TO REDUCE DIGITAL STRESS

While technology has transformed our lives in the way we access information and communicate, keeping up with the continual onslaught of new information and digital demands can overwhelm our brains. While digital multitasking has become the norm, there are several habits you can cultivate to reduce your digital stress and safeguard your physical, mental, and emotional well-being:

- **Establish boundaries for checking your email and voicemail.** Limit yourself to checking messages once an hour during the workday and once or twice after hours (if at all). Set automatic replies to say you will respond by a certain time.
- **Block focus time on your calendar.** Allot an hour or so to work on priority projects or challenging tasks without interruptions.
- **Take regular breaks.** Your brain needs regular recesses to rest, refresh, and improve focus. However, make sure not to spend your breaks scrolling on social media or checking your phone.
- **Establish technology-free times.** Unplug for social events and family time. Try leaving your phone in your bag when out with friends and stay offline on Sunday afternoons.

Source: Morneau Shepell