Mindful Technology Partnership Initiative

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Take Control of Your Tech Habits
Commonsense strategies for keeping digital devices from ruling your life

**Information overload**
**Challenge:** A deluge of data, info, news, gossip, messages, humor, and requests can overwhelm us and make us spend more time online than we want.

**Strategies:** In the information blizzard, it’s not possible to keep up. Accept that. Choose your sources wisely, budget the time you spend there, and when you feel your mind tiring, move on.

**Constant distraction**
**Challenge:** You’re caught up in checking and responding to email messages, texts, and phone calls that you have too little focused quiet time.

**Strategies:** Come back to your body, to doing one thing at a time and knowing why you’re doing it. Plan times and situations when you connect and times to unplug. Stick with the plan.

**Friends, partners stuck on their devices**
**Challenge:** The people you want to spend time with are too busy. Spending time with people who aren’t there.

**Strategies:** It may seem petty, but it’s essential to agree on when it’s acceptable for each of you to be on your devices and when it’s not. And with partners, it’s key to have times when you’re unplugged together.

**Social media anxiety**
**Challenge:** The number of connections becomes more than you can manage and the friendships can get afire.

**Strategies:** It’s so easy to say yes in social media. You might be left out, and a rising trend could make you feel more connected, but just saying no can add space to your life.

**Children spending too much time staring at screens**
**Challenge:** You can never get your children’s attention because they’re always absorbed in texting, social media or web surfing.

**Strategies:** Accept your children’s digital life. Take a strong interest in it. Talk about it. Then, it’s a shared thing. You’re also in a better position to impose limits to screen time and social media habits, if you need to.
WANT TO INCREASE PRODUCTIVITY?

STOP TASK SWITCHING

STEP 1
Set your timer for 24 minutes.
Print this template.

STEP 2
Sign into your e-mail.
Read-Respond: Complete e-mail tasks.

STEP 3
Tally how many times you are off task or opening new web browsers.
Count your.

STEP 4
1-2 tallies: Hmm, you could do better.
5 or more tallies: You need a plan.

STEP 5
Set a goal to reduce your distractions and monitor your progress for 1 week.
GOALS
• Check e-mail only 3 x a day. Set a timer for 24 minutes and focus only on the e-mail task—reduce distractions and task switching.

STEP 6
Awareness is the first step in creating change.
The Power of Attention

View this short video to see how well you can train your attention to focus on one target at a time.
Block and Flow

• Block and Flow allows you to take a 25 minute visual countdown to do more in less time.
• Manage your energy levels through regular breaks and measure your progress.
• Gain understanding of where your time goes.
Head Space

• Headspace is the simple way to reframe stress.

• Hundreds of guided meditations on topics such as sleep, focus, and exercise.

• "Mindful Moments" to keep you present throughout the day.