



10 Digital Whealth-being Tips

To balance your time online & unplugged



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- ❑ **Measure** how much time you spend online. Why? We tend to underestimate
- ❑ **Communicate** to others how and when you are available (out of office messages, etc.). Why? Others will adjust accordingly
- ❑ **Keep your phone silent and away when talking to somebody.** Why? There's nothing more valuable than your 100% undivided attention
- ❑ **Create tech-free zones at home or work.** Why? Not seeing devices reduces pressure on willpower and temptation and keeps you less distracted
- ❑ **Incorporate physical breaks into your tech routine.** Take a physical break every hour to move your body for at least 5-minutes. Why? Even quick exercise can boost blood flow, oxygen, and brain chemicals
- ❑ **Set up highly focused work time.** Why? Devices train our brain to constantly switch between activities and multitask. Staying focused rewires your brain back into being attentive and productive
- ❑ **Slow down and take a pause.** Aim not to eat in front of your computer or with your phone in your hand. Try not to reply immediately to a WhatsApp message or email. Why? Breaking your automatic behavior pattern recreates a choice and restores your own normal human rhythm as opposed to a fast tech-driven rhythm
- ❑ **Disable notifications and information overload and clean up your smartphone.** Why? You become more focused and minimize decision making helping your brain perform better
- ❑ **Practice staying present** with a daily completely undistracted 15-minutes. Meditation, mindfulness, relaxation, or a concentration activity. Why? Anything requiring full presence will help build up attention and concentration reduce stress, enhance senses, strengthen self-control, memory and decision making
- ❑ **Go (or look!) outside!** Attention Restoration Theory claims that being in nature is the best way to restore executive attention... Even a short look at a natural landscape can help brain recharge and attention to come back

Are you ready for coaching? [Contact me](#) for your Cost-Free Discovery Session Now! Not sure? Check out my [video and checklist](#) to see if we are right for each other and if you are ready for coaching.

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