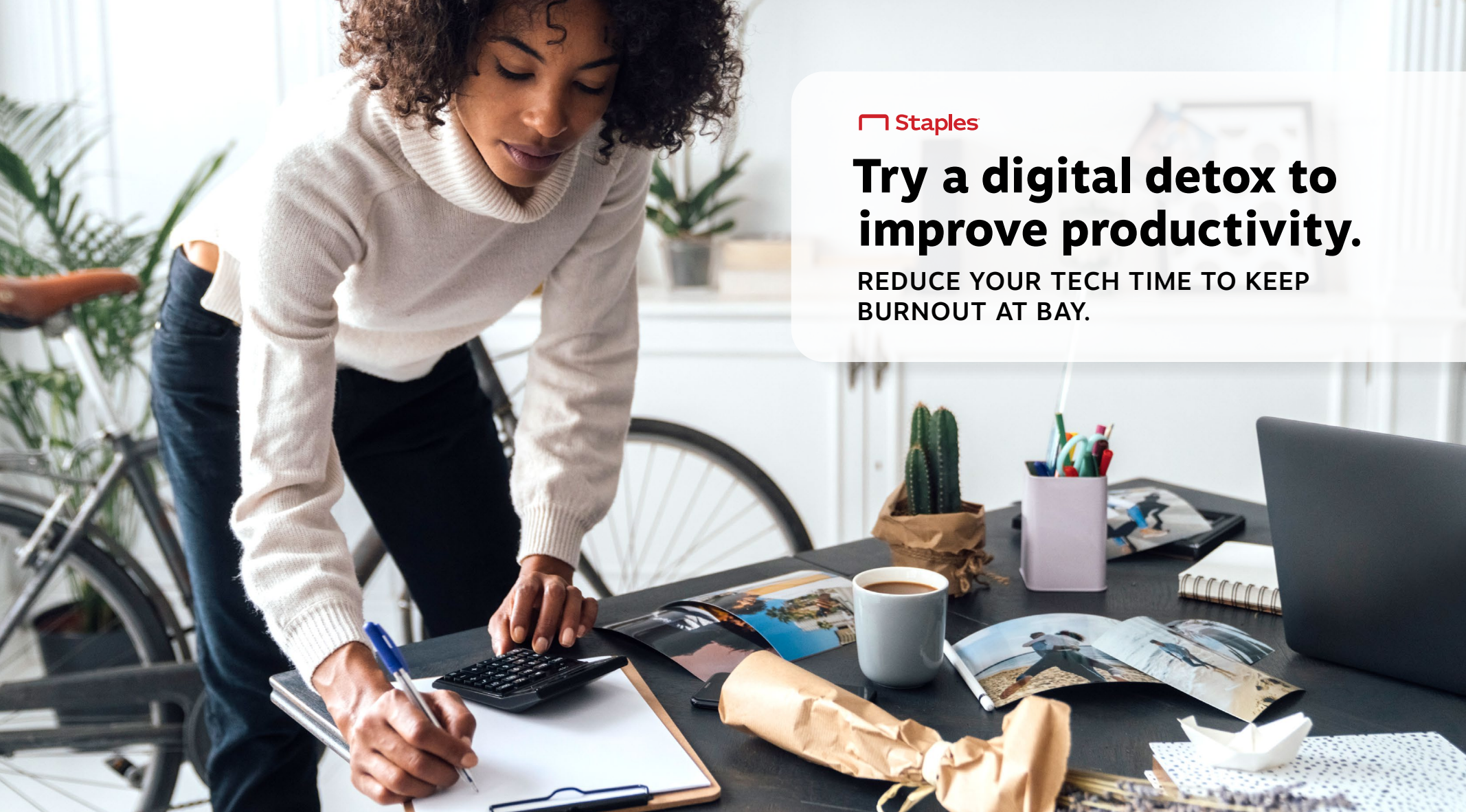




Try a digital detox to improve productivity.

REDUCE YOUR TECH TIME TO KEEP
BURNOUT AT BAY.



“We are experiencing burnout,” says digital detox expert Holland Haiis. “Technology is a great aid to my professional life. However, being on 24/7 does not help me to be my best.”

To mitigate technology’s negative effects, implement digital detox strategies at work that help you step away from the screen. It’s not about ditching technology, but balancing your digital and nondigital time, says Haiis.

Go on a “digital diet” to improve your well-being and productivity.





Start your day with **PAPER.**

You walk into the office and immediately start checking your email. Sound familiar? Soon enough, you're overwhelmed and distracted because your attention is being pulled in a hundred directions.

To avoid an early overload, start the day with a journal, notebook or notepad — whatever works for you — and in it, write down your key goals for the day.

“When we do that, we are able to see our day more clearly and understand what we need to accomplish, as opposed to randomly arriving at our desks, turning the computer on, and then going right into what other people need, what other people want from us,” Haiis says. “That’s a way to get lost down the rabbit hole very quickly.”

Once you set the road map for your day, attend to email and minor tasks without losing sight of the day’s agenda.

Stick with **ONE DEVICE.**

The scientific community has spoken: Multitasking is a myth. And yet you're probably trying to do it every day. Between a tablet, a smartphone and a computer with two monitors, you could be wrestling with multiple tasks on four screens at once.

Haiis says she sees similar setups when working with companies.

“We have convinced ourselves that we are doing two or three or four things very well simultaneously, and the research states otherwise,” Haiis says. “For those who want to have more productivity and really manage their time, have one device that you're working on at a time and that's it.”





Turn off **NOTIFICATIONS.**

With all its apps and text messages, your phone or computer can become a nonstop noise box of rings, dings and buzzes. These notifications pull you away from what you're working on, making it harder to complete a task efficiently.

You may think you can glance at a notification and jump back to what you were doing.

“When I really sit with people and work with teams, that is not what is happening at all,” Haiis says. “People forget their train of thought: They had a great word; they can’t find it. They had this great sentence they were in the middle of constructing, and they can’t remember any of it. This is what’s happening all day long.”

Unless notifications are pressing, turn them off and wait until you have a break to sift through them.

Throughout the day, take **LITTLE BREAKS.**

If you can't afford to take significant chunks of tech-free time, set aside moments to regroup. Stepping away from your desk for just a few minutes can help, whether it's standing up and doing 10 squats every hour or walking into the kitchen to grab a drink.

“We really need to find a way to take a little bit of time to disconnect so that when we come back to what we're working on, we reconnect with it in a deeper way,” Haiis says.

Try time management methods like the Pomodoro Technique, which recommends five-minute breaks every 25 minutes.





Find what works **FOR YOU.**

Don't worry; these strategies don't need to be implemented all at once. Haiis recommends trying one at a time to see what you respond to. Once you get used to a strategy, tack another one onto your day and build from there. Soon enough, you'll have several digital-free points in your routine that re-energize you and keep performance high.

"It's like food. If we throw everything out at once and say, 'No dairy, no carbs, no meat, no alcohol, no sugar,' it's impossible first thing Monday to not have any of it," she says. "To be successful, we want to take baby steps to change. We start one by one and then we keep going."

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how to improve your productivity?

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