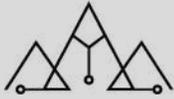


# Digital Wellness 101

## Key Terms



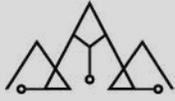


# WHAT IS DIGITAL WELLNESS?

Digital wellness is defined as the optimum state of health, personal fulfillment and social satisfaction that each individual using technology is capable of achieving.

Digital Wellness is a way of life, while using technology, that promotes optimal health and well-being in which body, mind and spirit are integrated by the individual to live more fully within the human, natural and digital communities.





## WHAT IS DIGITAL FLOURISHING?

Digital Flourishing refers to a mindful approach to digital technology usage that supports our thriving in different areas of life. This approach empowers us to take advantage of the benefits of technology while avoiding associated harms.

In order to digitally flourish we can enhance our skills in at least six areas that our digital behaviors relate to, including mental health, physical health, relationships, productivity, well-being and responsible digital citizenship.



# DIGITAL WELLNESS GLOSSARY

**Addictive Design** - Features or aspects of a device or app that are intended to hook the user into frequent use.

**Attention** - Noticing an aspect of our internal or external environment by shining a 'mental spotlight' on it. It indicates a state of presence and can be thought of as the opposite of distractedness.

**Attention Economy** - A period following the information age, asserting human attention has become a scarce resource and valuable commodity amidst the swirl of information constantly bombarding consumers. The proliferation of communication media—television, radio, telephone, print, wireless communications, and the Internet—and their expanding and overlapping reach, creates a situation in which audiences are easily distracted.

**COPPA** - The Children's Online Privacy Protection Act applies to websites for kids, but it also applies to some sites aimed at general audiences. It imposes certain requirements on operators of websites or online services directed to children under 13 years of age and it gives parents control over what information websites can collect from their kids.

**Decision Fatigue** - The finding that your willpower and ability to make good choices deteriorate in quality after an extended period of decision making.

**Digital Flourishing** - A mindful approach to digital technology usage that supports our thriving in different areas of life. This approach empowers us to take advantage of the benefits of technology while avoiding associated harms.

**Digital Wellness** - The optimum state of health and well-being that each individual using technology is capable of achieving. A way of life, while using technology, that promotes optimal health and well-being in which body, mind, and spirit are integrated by the individual to live more fully within the human, natural, and digital communities.

**Dopamine** - One of the brain's neurotransmitters—a chemical that ferries information between neurons. Dopamine helps regulate movement, attention, learning, and emotional responses. It also enables us not only to see rewards but to take action to move toward them.



# DIGITAL WELLNESS GLOSSARY

**Emotional Regulation** - Also known as self-regulation, it is the ability to notice our emotions, correctly identify them and use strategies to work through them in ways that lead to mental health and well-being.

**Feedback Loop** - A response to something you do or post online that causes your brain to experience a temporary moment of pleasure.

**FOMO** - an acronym for the "Fear of Missing Out," describing an emotional response to a lack of being connected with the latest activities or information.

**Humane design** - Features or aspects of a device or app that are ethically designed to prioritize user well-being.

**Instant Gratification** - The desire to experience immediate pleasure without any delay, and the inability to self-regulate and cope with unpleasant states in order to delay pleasure or reward.

**Media Balance** - Using media in a way that feels healthy and in balance with other life activities.

**Mindful Technology Use** - Using personal devices, apps, services and online platforms in an informed way, with purpose and personal agency.

**Multitasking** - The erroneous belief that we are productively engaging in more than one task at a time. The more accurate term for it is "task-switching," because research shows this is what our brain is actually doing.

**Optimal Frustration** - Emerging from the research in child psychology, this is the level of tolerable frustration that we can handle and use in order to develop coping skills. More recent research is indicating that our society's optimal frustration levels are becoming lower and lower.

**Oxytocin** - One of the most important hormones in the human body, also known as "the love chemical." It is frequently secreted when a mother breast-feeds her baby, when we experience orgasm, when we make eye contact, and when we touch or hold each other.



# DIGITAL WELLNESS GLOSSARY

**Phubbing** - The practice of ignoring one's companion or companions in order to pay attention to one's phone or other mobile device.

**Protected Time** - The concept of blocking off time in one's calendar where nothing else can be scheduled, in order to focus on one task with no distraction.

**Push Notification** - A message that appears on the screen of a user's device or computer—even if they're not currently using that brand's app or website, making push an effective way to grab someone's attention.

**Screenome** - A term that describes the overall digital activity you engage in on your screen-based device. Unlike simply looking at screen-time, the screenome gives us a more nuanced view of our tech consumption.

**Self-care** - The practice of taking an active role in protecting one's own well-being and happiness, in particular during periods of stress.

**Screen Time** - The amount of time one spends using a device with a screen such as a smartphone, computer, television, or video game console.

**Sleep Hygiene** - Habits and practices that are conducive to sleeping well on a regular basis.

**Social Media** - Websites and applications that enable users to create and share content or to participate in social networking.

**Technology Mindfulness** - A movement in research and design, that encourages the user to become aware of the present moment, rather than losing oneself in a technological device.

**Technoference** - Everyday intrusions and interruptions caused by the technology we use.

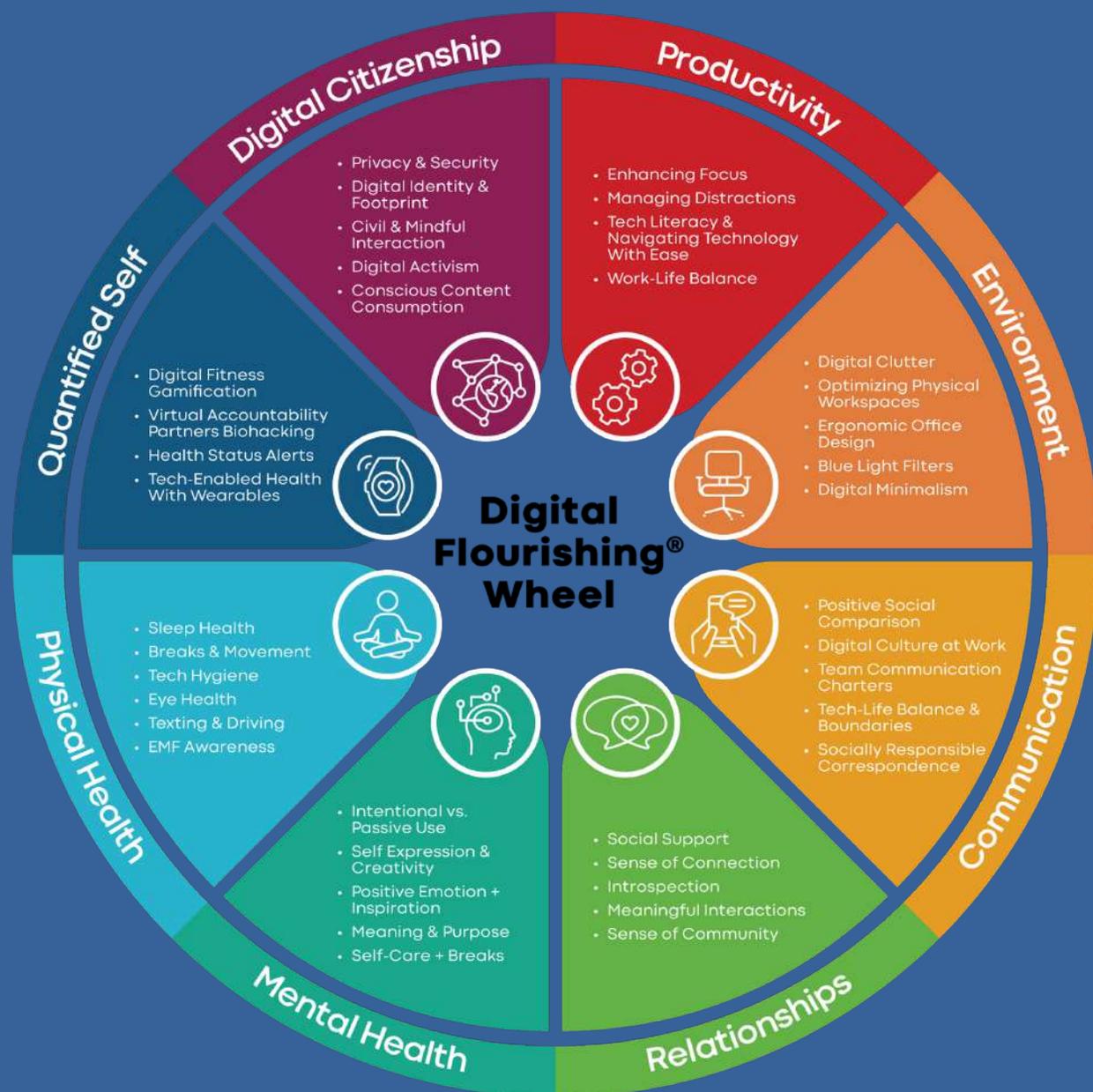
**The Paradox of Choice** - Also known as the tyranny of choice, it indicates that the more choices we have the less satisfied we are, and the more difficult it is to select just one.



# ASSESSING DIGITAL FLOURISHING

We know that Digital Wellness shows up differently for each person. To that end, we've created a map of Digital Wellness Concepts called the Digital Flourishing™ Wheel. The Flourishing Wheel is a six-spoke wheel which addresses the six elements needed for flourishing in the digital age. They are: physical health, productivity, digital citizenship, well-being, relationships, and mental health.

Each is broken down into sub-categories for deeper reflection.



# DIGITAL FLOURISHING SURVEY

## BACKGROUND

It is well known that our relationships to exercise, sleep, nutrition, and people are key to living a healthy and happy life. However, in today's world, we cannot overlook the importance of our relationships to digital devices. But what does it mean to live well and have a healthy relationship with these technologies with which we spend so much time?

The Digital Flourishing Assessment was created to find out exactly that.

The survey is based on the newest scientific findings on what type of phone/screen and social media use leads to the best outcomes for our mental, physical and emotional health and well-being. We introduce six categories that have been scientifically explored in the context of digital well-being and assess your skill level on each component.

## WHAT DO I GET AT THE END OF THE SURVEY?

At the end of the survey, you will receive a score for each category that indicates your state of digital flourishing™. Depending on our scoring we will suggest some free tools for you to increase your digital flourishing™ in specific domains. Overall, the higher your score in digital flourishing™, the more likely you will be leading a healthy, happy and meaningful life.

## SCIENTIFIC VALIDATION

This survey is currently undergoing rigorous scientific scrutiny and will be tested over the next year in terms of its reliability and validity by leading researchers in the field.

## TOOL UTILITY

All respondents will have the option to receive a complex score via email, making it easy to share with others!

The flourishing tool is perfect for:

- **Mental health practitioners:** Mental health practitioners may use this as part of their intake process and request that clients forward their results.
- **HR and Team Leaders:** Seeking to promote digital flourishing and improve workplace culture.
- **Educators:** Looking to illuminate how students can improve their digital consumption and habits.

**PLEASE CLICK THIS [LINK](#) TO TAKE THE SURVEY AND GET YOUR FREE, DIGITAL WELLNESS CHECK-UP.**

**SHARE WITH YOUR NETWORK: [HTTP://SGIZ.MOBI/S3/DIGITALFLOURISHING](http://sgiz.mobi/s3/digitalflourishing)**





# PHYSICAL HEALTH

High digital flourishing in the domain of physical health is reflected in behaviors that indicate a high body-awareness related to technology use including ergonomics, eye-health, sleep-health, and recovery.

## Characteristics of optimal use:

- Attentiveness to posture
- Frequent breaks
- Good sleep “hygiene”
- Good mealtime “hygiene”

## Sleep Health

If you struggle with sleep at night:

- Stop using your phone at least 30 minutes before bedtime.
- Create a charging station for all devices in your kitchen to eliminate the temptation to check your phone at night or in the morning.
- Get an “old school” alarm clock (for example LOFTIE) instead.
- Start a short, positive morning routine that does not include your phone for the first 5-10 minutes you are awake (i.e., journaling, meditating, outside walk).

## Ergonomics

If you struggle with back/neck/wrist pain:

- Hold your phone at eye-level while reading or consider elevating your computer to eye-level with a book or shelf.
- Consider a tool (e.g., Lumolift) that helps you practice sitting upright at work to reduce back pain.
- Alternate between sitting and standing at your desk throughout the day.
- Take a short break, stretch, or walk every 90 minutes.

## Body Awareness

If your body feels “off” or extra tired:

- Pay attention to your body’s clues (Are you cold/hot? Do you have a headache?).
- Notice how different apps impact your body (i.e., posture, sensations) and make adjustments when you become aware of uncomfortable sensations.

## Eye Health

- Follow the 20-20-20 Rule: for every 20 minutes spent looking at a screen, look at something 20 feet away for 20 seconds.
- Wear blue-light filtering glasses when working on a screen in the evening or use an app like f.lux to adjust screen settings relative to room lighting.

## Breaks & Movement

If you get overly absorbed in digital tasks:

- Work in set-time intervals (i.e., 90 minutes). Take a break away from your workspace after each interval (without your phone) and walk or stretch.
- Commit to a tech-free lunch (and for a bonus, have lunch with a colleague or friend!).





# PRODUCTIVITY

High digital flourishing in the domain of productivity is reflected in high levels of focus, low levels of interruptions, multitasking and work-life balance.

## Characteristics of Optimal Use:

- Periods of distraction-free focused work
- Avoiding online procrastination
- Avoiding multitasking
- Work-life balance (down-time outside of work)

## Tech Hygiene

If you struggle with stepping away from devices:

- Define what will be your “off work” time and communicate this clearly to customers and family members (e.g., no work communication after a certain time in the day or week, specific locations where you will not engage in work related tasks).
- Set aside screen-free places in your office or home.
- Substitute screen-based activities for group activities (e.g. play a board game as a family, keeping phones outside of sight.).

## Focus

If you struggle to focus during the day:

- Block off your calendar for periods of focused work so no meetings can be scheduled during your productive time.
- Start your workday with a 90-minute interval of uninterrupted work on a project you need to complete.
- Download a tool (e.g. Freedom.io) that helps you stay focused on one task at a time.
- Check your email at set time intervals during the day.
- Close your email browser tab while you are working on a task.

## Managing Distraction

If you feel like you are constantly getting distracted:

- Turn off any notification alerts that are not essential.
- Set your phone to grayscale.
- Turn off pop-up alerts on your computer.
- Keep your phone out of sight when you are working to reduce distraction.
- Set special break times to check news/sports feeds during the day so you don't get distracted by them while working.





# DIGITAL CITIZENSHIP

High digital flourishing in the domain of online safety and civility include high skills in online communication etiquette, privacy, and information/news literacy.

## Characteristics of Optimal Use:

- Reflecting before posting comments/images online to make sure that they are appropriate to share
- Thinking through consequences of sharing a post
- Awareness of how to avoid online dangers (e.g., privacy settings)
- Taking a critical view of information posted online (e.g., asking what is the source, what is the intention of the poster, etc.)

## Privacy & Security

If you want to increase the security of your online presence:

- Check the privacy settings on your phone, your computer browsers, and/or your gaming devices.
- Remove any emails or texts where you may have stored old passwords.
- Use a secure password keeper/generator like 1Password or Dashlane.

## Digital Identity & Footprint

If you want to actively monitor your digital identity and footprint:

- Do a Google “selfie” to see what information about yourself is publicly available.
- Remove any online information that you no longer wish to share (check [whitepages.com](http://whitepages.com) to see what might be listed publicly).

## Civil & Mindful Interaction

If you want to bolster the civility of your online interactions:

- Pause before posting to ask yourself “Would I say this out loud to the person in their face? Would I share this out loud in a football stadium full of strangers? Do I want this information to be permanent and public?”

## Informed Posting

If you want to post/share content online:

- Always re-read your post in full before sharing.
- Double check the credibility of each source of news you come across online.





# WELL-BEING

**High digital flourishing in the domain of well-being is reflected in online behaviors that bring joy, meaning, growth, self-expression and inspiration.**

## **Characteristics of Optimal Use:**

- Experiencing joy when using digital applications
- Having a sense of purpose and meaning when using digital applications
- Using digital applications to promote self-expression and creativity
- Experiencing inspiration and optimism when engaging online

## **Online/Offline Balance**

**If you want to improve your balance between online and offline activities:**

- Unplug once a week for a certain amount of time (10 min, 1 hour, 1 day?).

## **Self-expression & Creativity**

**If you want to increase your self-expression and creativity:**

- Use an app like Youtube, Duolingo, or Outschool to learn a new skill like a language, an instrument or a craft.

## **Inspiration**

**If you want to feel more inspired:**

- Search for #inspired on social media and see what inspires others.
- Read an article or book that gives you a new perspective.
- Do a monthly social media purge, unfollowing accounts that don't bring you joy and following new ones that do!

## **Positive Emotion**

**If you want to increase your sense of agency/can-do-spirit:**

- Read online content with the question in mind, "what will/can I do about this?"
- Join an advocacy group to push for positive change.

## **Meaning & Purpose**

- Write down your top five values. Then, think about how your technology use is supporting you in your values and adjust accordingly.
- Journal about a time when technology added meaning to your life.





# RELATIONSHIPS

**High digital flourishing in the domain of relationships is reflected in uninterrupted offline connections and high online social support.**

## **Characteristics of Optimal Use:**

- Giving others full attention when engaging with them face-to-face.
- Having a strong sense of community and social support online.
- Engaging in positive social interactions online that link to strong ties.
- Sharing meaningful reflective content.

## **Meaningful Interactions**

**If you want to increase the number of meaningful interactions in your life:**

- Avoid using your phone while you are interacting with someone (called phubbing).
- Engage in meaningful interactions online, focusing on “strong ties” or people that you may know in multiple domains in your life (ie. both online and offline).
- Practice being authentic and positive in your interactions with co-workers/friends online.
- Start a family gratitude practice. Each day, as a family, find 3 things you are grateful for and share them with each other. You can share this via text, in person, or on a running list you post somewhere.

## **Sense of Community**

**If you want to grow your sense of relationship in community:**

- Join an online community (e.g. Meetup) to coordinate offline interactions.
- Unsubscribe and unfollow communities that are not adding to your quality of life.

## **Social Support**

**If you would like to increase your social support:**

- Join a Facebook group with shared interests.
- Schedule a weekly lunch date with a colleague or friend.
- Organize a happy hour with colleagues or friends.
- Call or send a text message to a friend to check in on them or let them know you are thinking about them.

## **Introspection**

**If you would like to build a practice of introspection:**

- Journal for two minutes a day about a meaningful moment in the last 24 hours. What happened and why was it so meaningful to you?
- Use a journaling app like OneDay to capture and savor memories through photos, gratitudes or bullet points.





# MENTAL HEALTH

High digital flourishing in the domain of mental health is reflected in behaviors that indicate a controlled and intentional use of digital devices, applications, and social media that is devoid of negative online social comparison, fear of missing out, and using technology to escape from reality.

## Characteristics of Optimal Use:

- Sense of intention and control
- Active rather than passive use
- Refrain from negative social comparison
- Preventing FOMO
- Not used as an escape

## Positive Social Comparison

If you notice yourself feeling down or envious after looking at profiles online:

- Unfollow profiles that cause angst and replace them with profiles that encourage or inspire you.
- Invest in others by sharing words of encouragement, gratitude, positive messages, or funny stories.

## Intentional vs. Passive Use

If you find yourself mindlessly scrolling online content:

- Write down intentions for why/how you want to be online and post it by your desk.
- Start up an uplifting conversation. Set a goal to send a few intentional posts or messages to the friends or family you like to interact with online.
- Impose a natural stopping cue in your social media/news/video scrolling habits (e.g. only read/watch the first 10 stories). You can repeat this multiple times daily, stopping after your self-imposed limit.

## Conscious Content Consumption

If you are consuming more digital content than you mean to:

- Set a limit on how often you will check email or social media each day/week and for how long (i.e., 30 minutes total).
- Use a time tracking and/or time blocking app (i.e., Clockify, Toggl, Realizd, Momentum).
- Hide your phone when focusing so that you can devote your full attention to a task.
- Challenge yourself, or your friends/family to stay below a certain time limit online.

## Self-Care

If you begin to feel down, frustrated, or agitated while on your device:

- Step away from screens for a bit: take a short walk around the block, try dancing, movement, or try taking a few deep belly breaths.
- Phone a friend or loved one.
- Write down three things you are grateful for or send a short message to someone expressing your gratitude for them.
- Try some manual labor (fold laundry, wash dishes, or complete a task you have been putting off).

