

simple intentions

BEST PRACTICES: TECHNOLOGY

In countless ways, technology can help us create and maintain balance in our lives. But it can also be a distraction that impedes our effort to cultivate greater balance. The key is greater awareness of the advantages and disadvantages technology presents as we go about our daily lives.

- Create awareness around your relationship with mobile devices. Where, when and why do you most often use your phone, laptop or other mobile device?
- Be mindful of how often you use your mobile phone to work when not “at work,” and how that might be impacting your life at home.
- Where do you keep your mobile device at night? Does it have to be in the bedroom, or will the kitchen work just as well?
- Be aware that using your mobile phone as your alarm clock boosts the temptation to check email immediately upon waking up. Do you want your email to influence the start of your day?
- Use “do not disturb” as your instant message status when you’re in thinking or planning time. Likewise, turn off email alerts during this time.
- Resist replying to instant messages when you need to stay focused. Be empowered to reply, “It’s not a good time, please send email.”
- Be aware of and limit your use of social media at work. Consider it entertainment best done during your personal time at home.
- Schedule specific time(s) during the workday to read and answer email, preferably the same time(s) each day. Share your schedule with your team, and set expectations for responding to urgent issues.
- Consider if you really need to bring your mobile devices to meetings.
- During a meeting, be empowered to ask everyone to close their laptops and fully participate in the meeting.