

# Digital Detox: Unplug. Reclaim Your Time & Energy.

## UNPLUG

Choose times of day you unplug.  
Begin with 15 minutes. Set an alarm. When it goes off, give yourself 2 minutes to check messages.

Work up to 1 hour per day.

Select areas in the office (home) where you leave your device outside. Meals, Conference Room...

Increase the time you unplug, gradually, and you will decrease your anxiety over missing something!

## Set up Email Text Policy

Set up a schedule when you answer emails and text messages. Starting your day with emails spends your most valuable time on tasks that are not critical to your success. Just because it might feel urgent, doesn't make it important.

For example, you may decide to check email and text at 10a and 3p. You can send out a notice and let people know of your policy if they rely on a quick response. You could also use the autoresponder feature in email letting people know when you will get back to them. This helps people question whether the message they are sending you is important.

## Take a Break Every 90 Minutes

Your body has its own rhythm, just like the ebb and flow of the waves and the 24-hour rhythm of the sun and moon.

Every 90 minutes your concentration will wane. Taking a break will help you stay in sync with your body's rhythms. Take sips of water, stretch, take a short walk or deep breathe.

This would not be the time to scroll through social media or go online. That will have the opposite effect and dull your thinking.

Use the Attention Reboot and refresh your mind.

## Schedule Social Media Time

Just like with email, set up time you will be online. Set a goal for your time online. Do you want to check a certain group and network? Perhaps catch up with family or friends? Use a timer and stay online for that amount of time – then quit.

More research is coming out about the hazards of being online. Social comparison may be the biggest risk. As we all look at the ideal pics and images of a perfect life, you may wonder, why am I not doing that?

This has increased social anxiety, perfectionism and social isolation. Protect yourself and engage in face to face relationships.

