



## Better Quality Downtime and Disconnection for Remote Working

During the pandemic, many of us are home working without the option to change work location and get into physical workplace on occasion. This can lead to us finding ourselves scrolling on social media without focus, answering emails out of office hours and generally being distracted by digital devices. To be more intentional in our digital habits, check out these tips for better disconnection practice from Remote Work Expert, Rowena Hennigan.

### **Taking Stock of our Digital Habits.**

Start by taking stock and reflecting on current digital habits. Ask yourself, have you noticed any negative impacts? From tired eyes, to feeling distracted and overwhelmed to potentially suffering from disturbed sleep. Stopping to take note of these impacts, can help to motivate us to reset our habits.

### **Intention and Purpose.**

Continue that reflection exercise by asking yourself - what is your intention when you pick up a device? Are you passing your time connected with a valid purpose and intention in your activities? Answering these prompts often help us get better perspective on the quality of our use of digital devices.

### **Establish Clear Boundaries.**

One of the key traits in effective remote working is maintaining a good work-life balance and taking high quality downtime. This is supported by clear communications on your availability, routine and setting clear expectations where possible with your team. Ensure your shared calendar shows availability and non-availability clearly. Ensuring Out of Office automatic messages and other notifications are set up and respected are all fundamental to ensure "your boundaries" are known and honoured.

### **Out of Sight & Out of Mind.**

Packing devices away on our downtime is often key to managing our habits. Combined with managing notifications and ensure that "offline is truly offline" is key to supporting the self-discipline needed to support the embedding and full adoption of better habits.

### **Find Activities without Devices.**

Enhance your hobbies and self-care activities by adding in past-times WITHOUT devices, with intention. Walking or exercising in nature without a device that might distract and tempt you to scroll. Colouring, drawing, doing crafts or DIY etc. There are many activities we can find if we try that can support digital disconnection. True unplugging often leads to clarity of thought, enhanced creativity and a feeling of freedom from being 'always on'.