Welcome to Mindful Techie's

Apps and Strategies for Creating Digital Wellness in the Hybrid Workplace

We will start shortly. In the meantime, answer this question in the comments:

What's one thing you did to take care of yourself this week?

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About the Training

✓ Learn what digital wellness is and how to integrate it into your life and work.

✓ Get an overview of the latest apps for workplace mindfulness, wellness, and productivity.

✓ Make a commitment to use technology to improve your wellbeing and productivity.

Who am I?

Meico Marquette Whitlock

- ★ Speaker. Trainer. Coach.

- ★ Recovering workaholic.

- ★ I help changemakers find work-life and tech-life balance.

- ★ Former communications director & techie.

- ★ I love live jazz, like salsa dancing, and make the world's best vegan chili!

#MindfulTechie   #Meditator
#Yogi #Minimalist   #Triathlete

mindfultechie.com

@amindfultechie

slido

What's your #1 favorite app of all time?

ⓘ Start presenting to display the poll results on this slide.
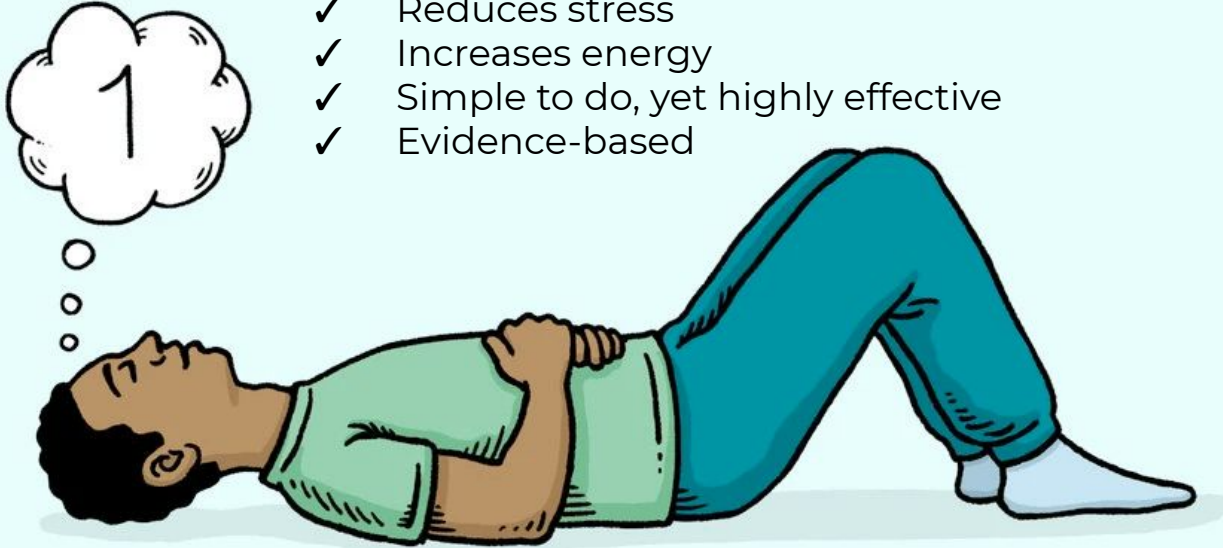
Lion Breath

Breathe in, feeling brave and strong like a lion. Breathe out, letting out a powerful (but quiet) roar!

BENEFITS OF CONTROLLED BREATHING

✓ Free
✓ Portable
✓ Accessible
✓ Reduces stress
✓ Increases energy
✓ Simple to do, yet highly effective
✓ Evidence-based

Ready?

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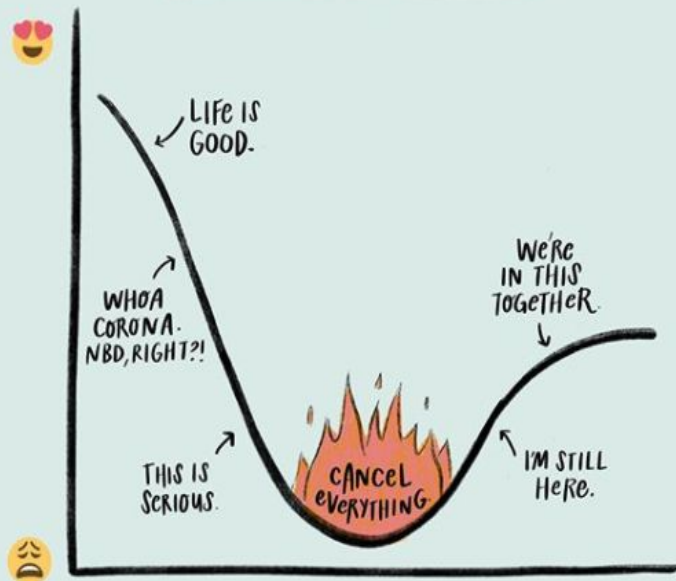**Do you know what digital wellness is?**

DIGITAL WELLNESS

(*n.*) an active process of *mindfully using digital technology* in ways that foster a healthy, fulfilling, and balanced life.

Meico Marquette Whitlock

mindfultechie.com   @amindfultechie

The Impact of COVID-19 on Wellbeing

Hybrid Workplace Culture

COMPONENTS OF CULTURE

PURPOSE — CONNECTS DAILY WORK TO THE VISION

VALUES — BELIEFS ABOUT WHAT'S MOST IMPORTANT

BEHAVIORS — ACTIONS THAT ARE GUIDED BY VALUES

RECOGNITION — APPLAUDS THOSE WHOM BRING COMPANY VALUES TO LIFE

RITUALS — REPEATED BEHAVIORS THAT ESTABLISH A COMMUNITY

CUES — REMINDERS THAT KEEP PEOPLE IN TOUCH WITH PURPOSE

"the way we do things around here ..."

COMMUNICATION What are our expectations about response time after work hours via digital channels? What are our (group/1:1) meeting cadences?	**INCLUSION** How do we ensure that everyone has access to information whether in-person or virtual? How do we ensure that everyone feels they can participate, or ensure their voice is heard whether in-person or virtual?
COLLABORATION What tasks make sense to do synchronously versus asynchronously? What digital tools will we use together?	**HANDLE CONFLICT** What does productive conflict look like for our team? What is unacceptable conflict?
FEEDBACK How will share and manage performance feedback?	**PRIORITIZE** How do resolve conflicting priorities? How do we create success to meet a deadline? How do we honor deadlines while too many extra hours?
MAKE DECISIONS How will we make decisions together? Consensus or is there designated decision-maker? How will decisions be communicated?	**PERFORMANCE** What does success look like and how will we know we reached it? How will we continuously learn and improve our work together?

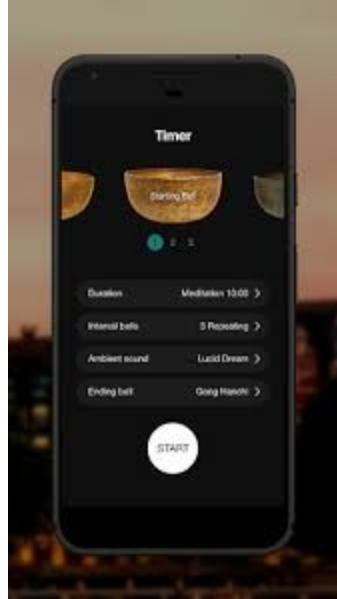*The Happy Healthy Nonprofit: Hybrid Workplace Culture Worksheet*

MINDFULNESS

MyLife
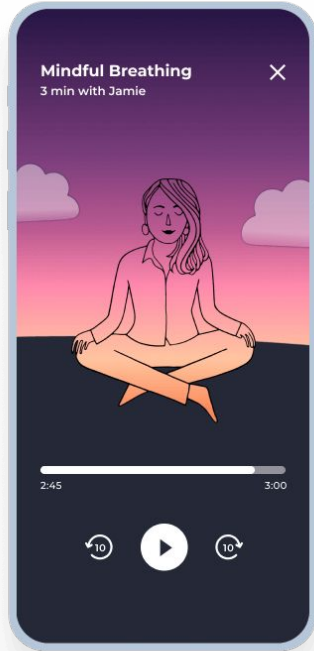
- Learn to meditate and be more mindful
- A more deliberate, intentional experience for beginners
- Recommend meditations, mindful walks, and even acupressure videos tailored to how you feel

Insight Timer

- App (apple + android)
- For individuals and organizations.
- Largest FREE library of guided meditations.
- Meditation timer.
- Shares 50% of all income with its teachers.
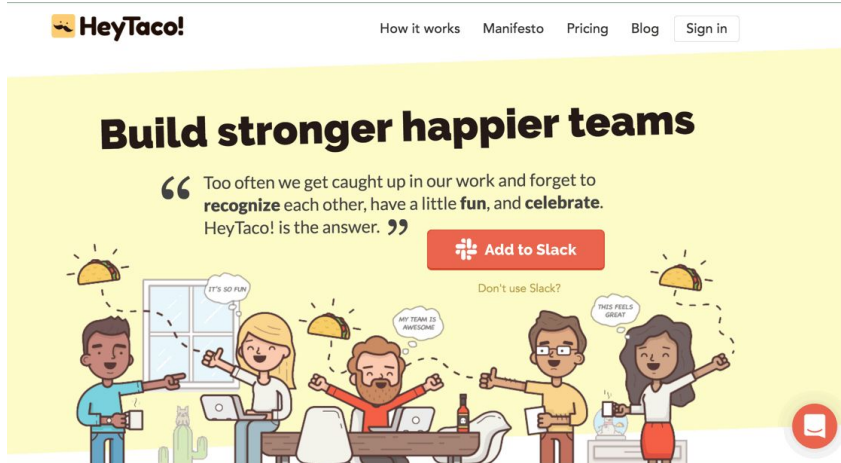- Offers paid courses, playlists, and premium features.
- insightimer.com

Gratitude & Appreciation

Grateful
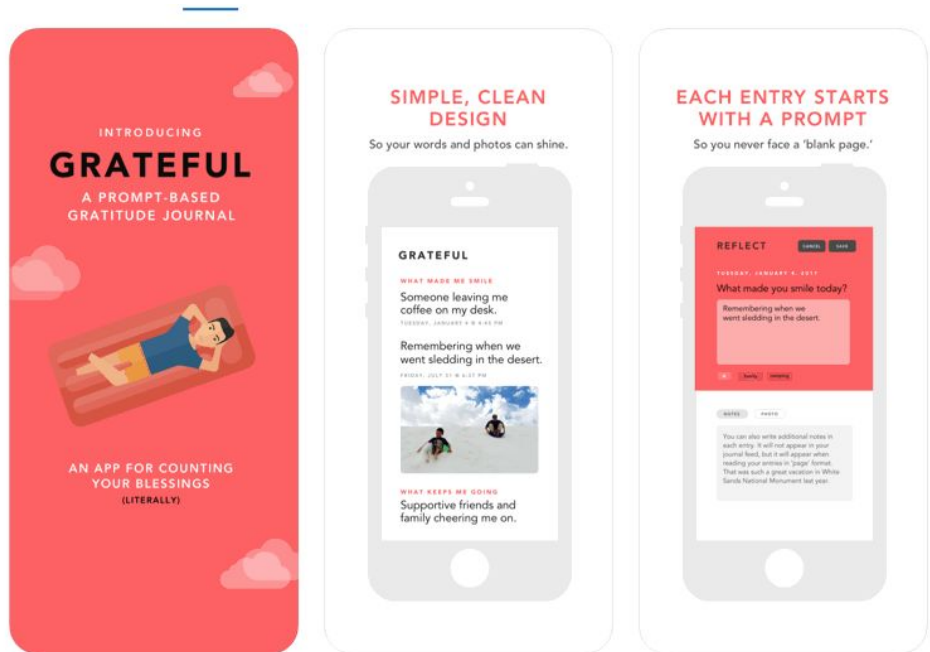
- Gratitude journal app that is easy to use and incorporates gratitude prompts
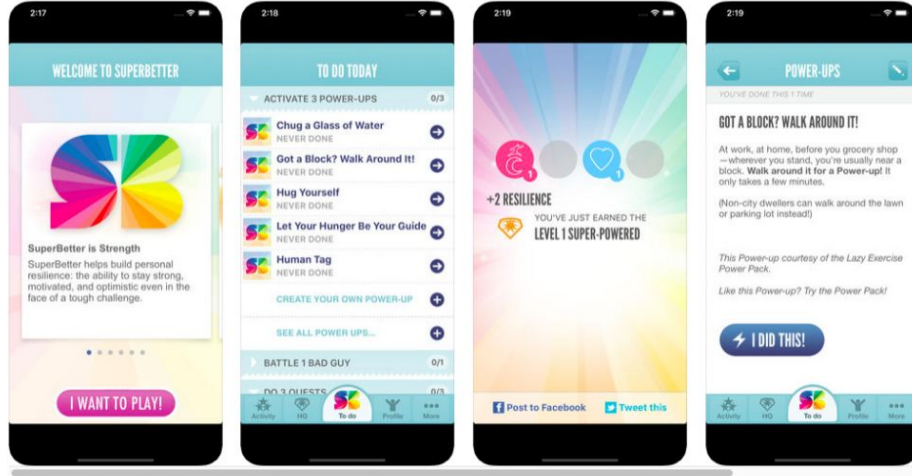- Based on scientific studies on gratitude and its impact on wellbeing

Hey Tacos

- Integrates with Slack
- Facilitates shoutouts, celebrations, and other fun

HAPPINESS

Super Better

- Gamified the process of building happiness
- Complete short and simple activities and you gain points and super powers
- Developed by well-known game designer Jane McGonigal and accompanies a best seller book with same title.
- Scientific studies of app users showed increase in happiness

Shine
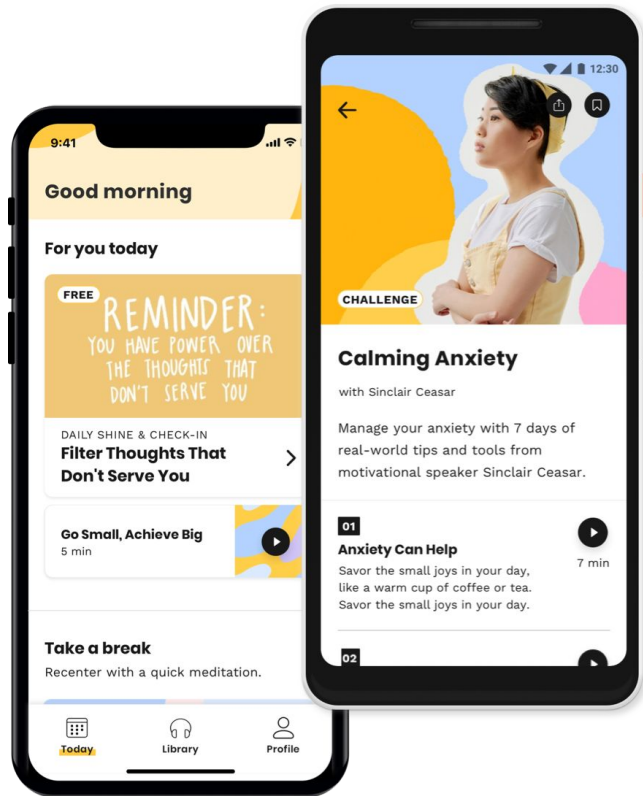
- Helps users create a self-care program to reduce work related stress and anxiety
- Links users to a community of people working on reducing stress and anxiety - becomes your accountability buddies
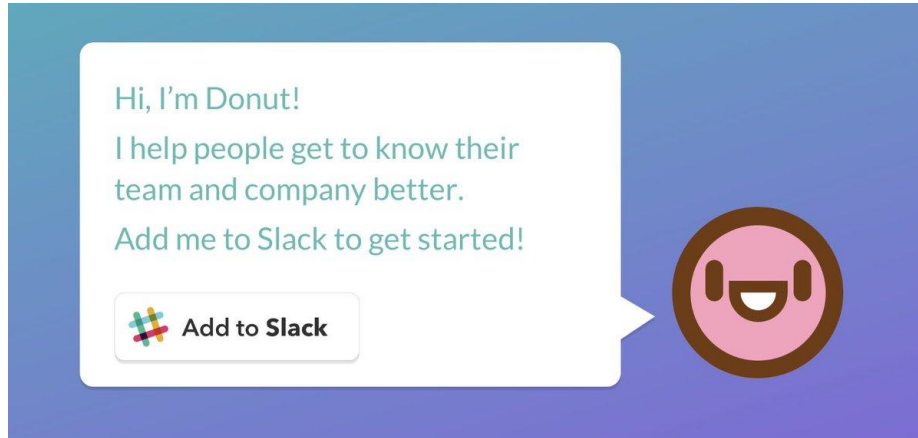
CONNECTIVITY & RELATIONSHIPS

U; Good?

Share your mood

Hi Jessica, u; Good?
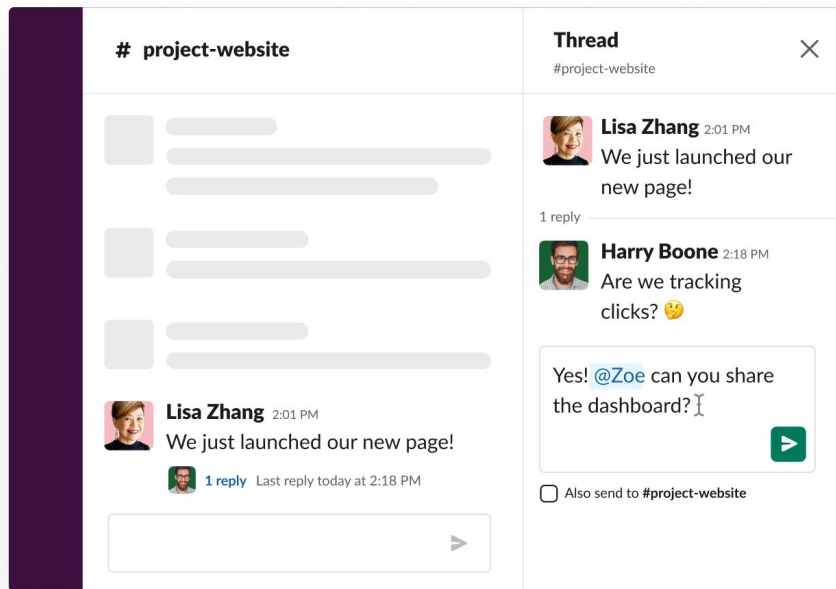
Tap your mood

I'm Good

So, So

No, I'm not
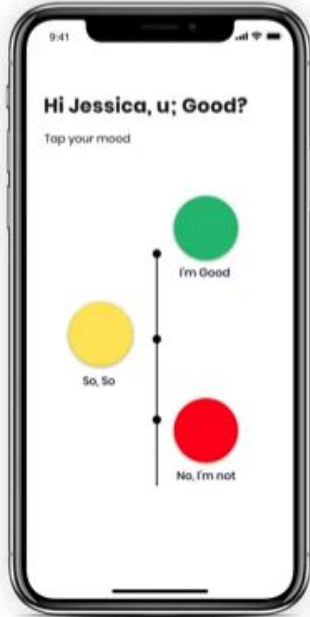
- Quick way to check in on your friends, love ones, and groups
- Reply in one tap

Donut Bot (Slack)

- Slack app that randomly matches people on your team or in your organization to have coffee
- Design to improve team relationships

Slack "Get Notified About New Replies"

Vidyard + Bonjoro
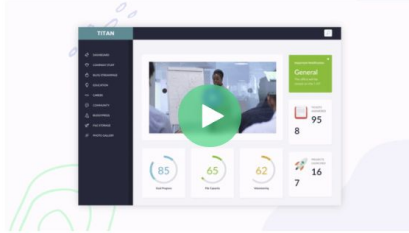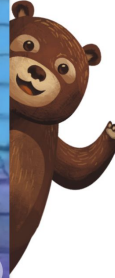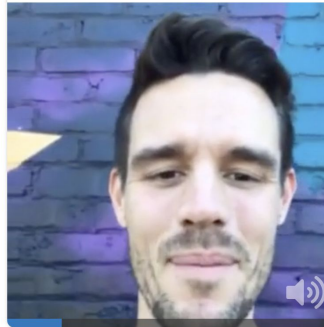
TECHNOLOGY DISTRACTION

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How has the amount of time you spend online changed during COVID-19?

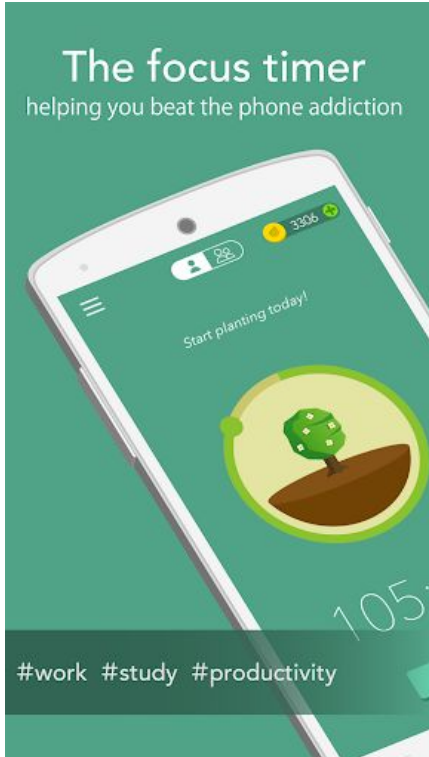ⓘ Start presenting to display the poll results on this slide.

Forest App

The focus timer
helping you beat the phone addiction

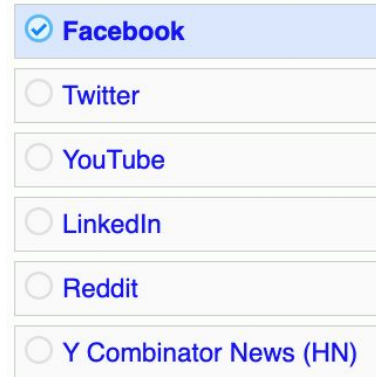Start planting today!

3306

105

#work #study #productivity

- App (apple-paid + android (free) + chrome extension)
- Whenever you want to stay focused, plant a tree
- Your tree will grow while you focus on your work
- Leaving the app halfway will cause your tree to die
- Partners with a real-tree-planting organization, to plant real trees

News Feed Eradicator

Search 🔍

📝 Update Status   📷 Add Photo / Video   📊 Ask Question

What's on your mind?

"Rule your mind or it will rule you."

~ Horace
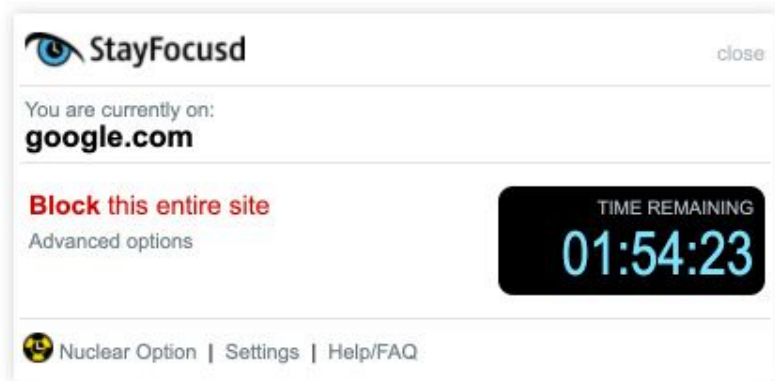
- Chrome extension
- Removes social media news feed and replaces it with an inspiring quote

✓ **Facebook**
○ Twitter
○ YouTube
○ LinkedIn
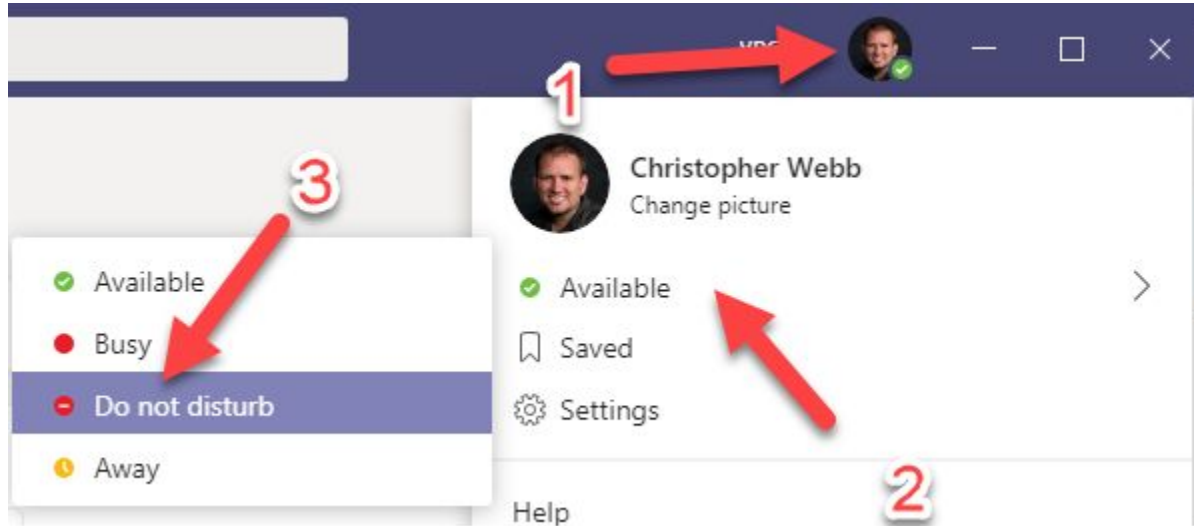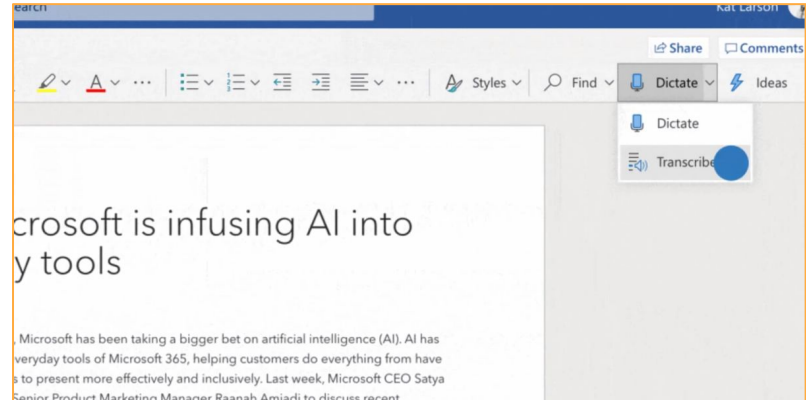○ Reddit
○ Y Combinator News (HN)

Stay Focusd

- Browser extension
- Restricts the amount of time you can spend on time-wasting websites
- Once your allotted time has been used up, the sites you have blocked will be inaccessible for the rest of the day

MS Teams Do Not Disturb

SCHEDULE & TASK PRODUCTIVITY

Google Docs / Office 365 built-in transcription
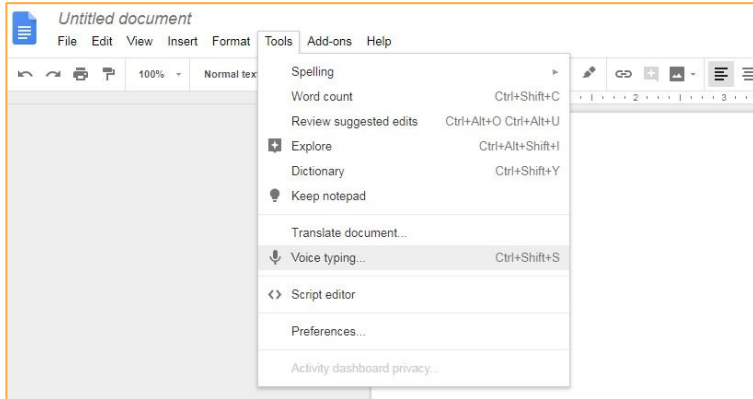
Focusmate

- Virtual coworking and human accountability that helps you get things done
- Launch your 50-minute video session Start each 50-minute session by greeting your partner and declaring your goal
- Get to work!

Calendly
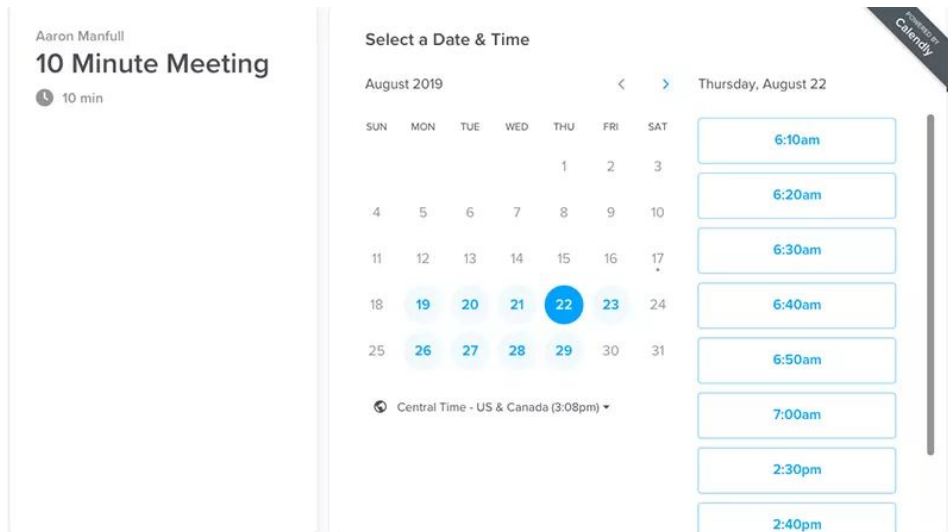
- Free 1-on-1 appointment scheduling tool
- Paid features
- Calendly helps you schedule meetings without the back-and-forth emails

Don't stop.
Be intentional.

Technology Distraction Model ™

Set Your Intention

Make Space for Priorities

Block Distractions

Live. Serve. Play.

@amindfultechie

Know Your Zoom Number

Is This Meeting Really Necessary?

mindfultechie.com

@amindfultechie

Have Speedy Meetings

This meeting should have been an email. ✉

#TechTip

Reclaim your time by changing your calendar settings to shorten the default length of your meetings.

CURRENT MEETINGS   SPEEDY MEETINGS

30 MIN → END **5** MIN → **25** MIN
MEETING   EARLY   MEETING

1 HOUR → END **10** MIN → **50** MIN
OR LONGER   EARLY   MEETING
MEETING

∞ MINDFULTECHIE

Make Space by Reclaiming Your Commute Time

Which one are you in the morning?

✓ Create a start and stop ritual

✓ Add it to your calendar

✓ Schedule non-work activities:
  ○ Meals
  ○ Time with loved ones
  ○ Breaks
  ○ Non-screen time

Plan Your Day with Pen & Paper

mindfultechie.com/planner

Today's plan

Day 3 // S (M) T W Th F Sa // 08 / 26 / 2019

I am grateful for
One thing. Today.

Securing an awesome graphic
designer for my upcoming
projects.

My singular intention is
This can be just one word.

To sustain the momentum of my
daily spiritual practice.

My key tasks are

☐ Meditation

☐ Go to the gym

☐ Complete workbook revisions

☐ Follow-up on client emails

☐ Finish email marketing content

☐ Call mom

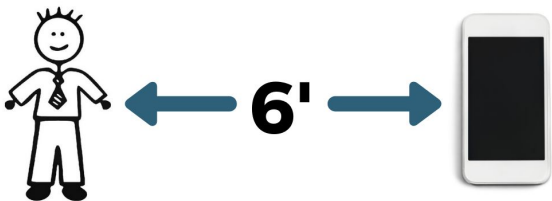| Before 7 am	
7 am	Meditation
8 am	Gym
9 am	
10 am	Complete workbook revisions
11 am	Client email follow up
12 pm	Lunch away from desk
1 pm	Draft email marketing copy
2 pm	Client call
3 pm	Draft email marketing copy
4 pm	Call mom
5 pm	
6 pm	
7 pm	Dinner with Brian
8 pm	
After 8 pm	

Practice Social Distancing with Your Tech

Stay 6 Feet Apart

6'

Prevent tech exhaustion by maintaining at least six feet of social distance between you and your devices.
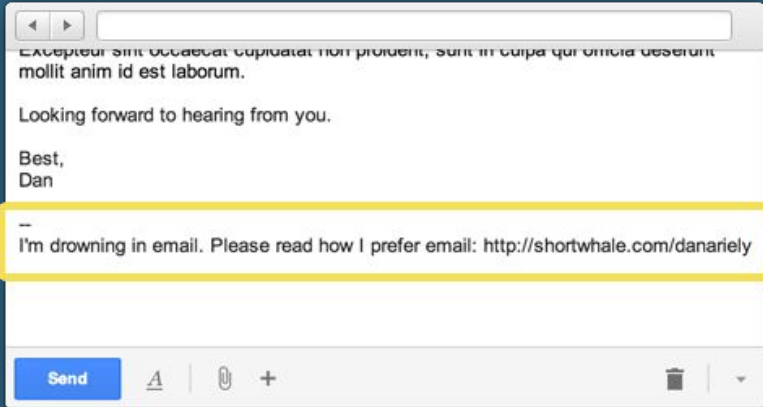
@AMINDFULTECHIE™

✓ Turn off notifications

✓ Charge your device outside the bedroom and workspace

More tips at:
http://humanetech.com/take-control/

Establish Your Rules of Engagement

✓ When will you be available?

✓ How to reach you when it's urgent vs. non-urgent?

✓ When will you respond?

What's ONE new app you will give a try?

mindfultechie.com/free

DIGITAL WELLNESS QUIZ

In which situations do you frequently find yourself checking your digital devices (e.g. cell phone, tablet, TV, etc.)?

- [ ] Before getting out of bed
- [ ] While waiting for something or someone
- [ ] On the toilet
- [ ] In bed
- [ ] While driving

- [ ] During work
- [ ] When feeling nervous or anxious
- [ ] While talking with someone
- [ ] When procrastinating
- [ ] During meals

mindfultechie.com/lifeplanning

App Directory

- Mindfulness Apps
- Productivity Apps
- Health & Fitness Apps
- Teamwork & Collaboration Apps
- Technology Addiction Apps

Mindfulness Apps

SEE ALL

Productivity Apps

SEE ALL

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