

REBOOT YOUR RELATIONSHIP WITH TECHNOLOGY

THE INSIDER'S GUIDE TO DIGITAL WELLNESS



A WORKBOOK FOR THE MIND, BODY, AND SPIRIT



Jen

MEET JEN

Some facts about me:

- Author of 3 books
- Keynote speaker
- Animal-lover (even the creepy ones!)
- Ridiculously voracious reader

Helping individuals and organizations improve their connections and communications since 2001.

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WELCOME!

HI. I'M JEN.

I'm a consultant specializing in digital wellness and the complex intersection between technology and humanity.

I am so glad you found this workbook! Exploring it will help you take the first step to...

- Be more present
- Nurture your own needs
- Have a better sense of purpose
- Increase your productivity and wealth
- Improve your relationships
- Heal your body and mind

Today many of us feel overwhelmed by the pace of technological advancement, unable to maintain boundaries with the various devices and platforms in our lives. We quickly lose sight of ourselves while our days are filled with more noise and less peace.

I've made it my mission to find a better path.

I hope you can find a few minutes to turn off your phone, curl up in a comfy chair or couch, and explore this workbook. Let's begin!

Jen Kane

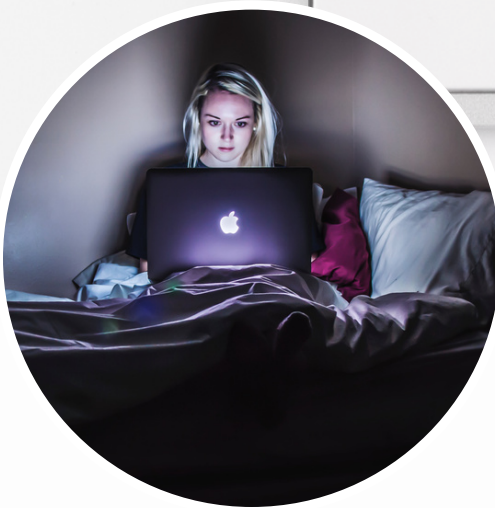
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**"HUMANS
ARE NOT
WIRED TO BE
CONSTANTLY
WIRED."**

- CAL NEWPORT

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NO, YOU'RE NOT CRAZY

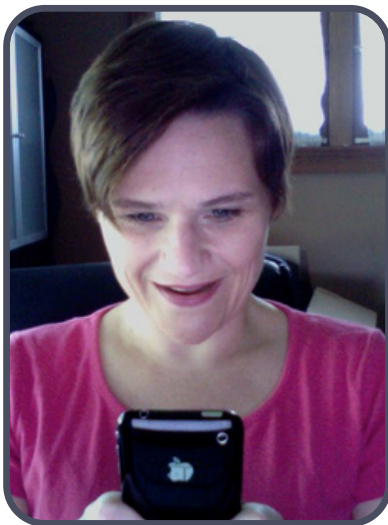
If you feel like your current relationship with digital technology is less than healthy, **know that you're not alone.**

Many people are struggling with unhealthy or out of control digital habits, boundaries, and usage, which is causing rifts in relationships, health problems, and productivity loss.

This problem has been amplified during the pandemic, which has forced all of us to increase the amount of time we spend online using our digital devices.



I FELT THIS WAY TOO



Over a decade ago, I started working in social media and significantly increased the time I spent online. Soon, small tech habits evolved into BIG problems in my life.

I noticed many other tech early-adopters in the same boat, dealing with...

- The inability to be fully present in relationships.
- Difficulty separating work life from personal life.
- Exhaustion from being online ALL. THE. TIME.
- Chronic medical issues or problems sleeping.
- Difficulty concentrating or doing deep work.

So, I began to search for some answers...



I DID SOME HOMEWORK

I dove even deeper into the worlds of technology and wellness by reading books, *writing* a book, and taking classes and courses.

I became a certified digital wellness educator through the Digital Wellness Institute.

I interviewed people about their digital wellness habits and watched as those habits grew even more complex, entrenched, and often dysfunctional during the Covid 19 pandemic. (Hello, Zoom fatigue!)

I learned that digital technology is not a binary resource that either helps or hurts us. It exists on a *spectrum*.

Digital tools that are great for one person can totally destroy the life of another. Or a tool can be *both* helpful and hurtful to someone at the same time, depending on how its used.

But before we talk about that, perhaps I should back up and answer a very important question...

What exactly do I mean when I say, "digital?"

The words "digital," and "technology" are both subjective terms. They simply refer to electronic tools you use for any purpose. This can include...

DIGITAL DEVICES

- Phone
- Desktop computer
- Laptop computer
- Tablet
- Gaming system
- Smart watch
- Activity/health trackers
- Alexa/Siri/Google Home

DIGITAL APPLICATIONS

- Social media apps
- Photo apps
- Messaging apps
- Internet browser
- Zoom/Video calls
- Banking/finance portals
- Meetups/Interest groups
- News sites

DIGITAL ENTERTAINMENT

- Streaming video (e.g. Netflix)
- Streaming music
- Online games
- Podcasts
- Kindles/Nooks
- Porn
- Gambling sites
- E-commerce (e.g. Amazon)

To be clear, nothing listed on this page is inherently "good" or "evil." How each item affects your overall digital wellness depends entirely on how you use it, how *much* you use it, and how that use impacts your life.

For example, if you're an eBay reseller, it may be perfectly healthy to spend the majority of your time on e-commerce sites. If you're a college student who's deep in debt, maybe less so.

LET'S LOOK AT YOUR STORY...



WHAT'S YOUR REALITY?

Before you can assess your level of digital wellness, it's important to assess your level of digital USE. Because many of us have no real idea how much time we spend with our digital technology or how that use affects us. **That's why, for the next three days, I'd like to invite you to gather some data on whatever you want to measure, (all your tech use, just your phone use, just the stuff you use for fun, etc.)** You decide.

3 DAY TRACKER

For the next three days, write down your total time spent using digital technology, (however you define it) on the worksheet below. If you find it helpful, use a tracking tool like Apple's ScreenTime, Google's Wellbeing, or the app, RescueTime to get more detail. Feel free to also jot down notes about the experience in the boxes below.

DAY 1 - TOTAL TIME

NOTES

DAY 2 - TOTAL TIME

NOTES

DAY 3 - TOTAL TIME

NOTES

“

**"ATTENTION
IS A LIMITED
RESOURCE,
SO PAY
ATTENTION
TO WHERE
YOU PAY
ATTENTION.**

~ HAROLD RHEINGOLD

”



LET'S TALK ABOUT YOUR DREAMS...



WHAT DO YOU WANT?

Digital wellness is about aligning your digital life with your life goals and needs, and assessing where digital technology may be helping and where it may be interfering. Of course, you can't accurately measure that until you know what exactly your goals and needs *are*. (For example, if your life goal is to master Candy Crush, maybe you're already aligned!)

VISION BOARD

I invite you to take a few minutes and write down some ideas for personal goals in these various areas. Circle the priorities. Then ask yourself, "Am I prioritizing my time so I make progress in these specific areas?" If your tech use is standing in the way, note that.

HEALTH GOALS

WEALTH GOALS

CAREER GOALS

FAMILY GOALS

LIFESTYLE GOALS

PERSONAL GOALS

LET'S GET REAL...



WHAT'S IN YOUR WAY?

I hate to break it to you. While it may seem easier to say "Facebook" is in the way of reaching your goals or "my addiction to my phone," it's more likely what's in your way is YOU. Until you address any negative thoughts, patterns, or influences contributing to your lack of wellness, it will be hard to make any progress toward your goals. Yes, that's not fun to work on, but no one said finding life fulfillment would be easy!

6 WELLNESS PROBLEMS

If you feel stuck in your life right now, and believe your relationship with technology may be part of that problem, it may be due to one or more of the following six common reasons. Identify the ones that resonate for you.

1 NOT CAPITALIZING ON EXISTING GOOD

You have access to positive, helpful digital tools but you don't necessarily use those tools intentionally, strategically, or regularly to pursue your goals or needs.

2 NOT SEEKING OUT NEW GOOD

You use most of your existing digital tools for work or fun, but have not sought out any new tools specifically to help align your life with your overall goals or needs.

3 NOT ELIMINATING EXISTING BAD

Some of the digital tools you regularly use, (or your habits in using them) are super unhealthy, but you aren't sure if you can eliminate them from your life, (especially when *parts* of those digital tools or experiences are still be helpful.)

4 NOT MAINTAINING HEALTHY BOUNDARIES

You want to keep using a problematic tech tool, but don't know how to mitigate the damage it may be causing or how to create (or enforce) healthier boundaries around your use.

5 NURTURING UNHEALTHY HABITS

Your problem isn't with a particular digital tool per se, (a phone's just a phone, right?) it's with your digital habits as a whole—*how* you use those tools, where you use them, whom you ignore when you use them, etc.

6 NOT HONORING YOUR OFFLINE LIFE

You spend most of your time using digital tools, and it has cut into your offline life and the time you'd normally use to fully relax or recharge. You're too tired to pursue your life goals because you no longer have truly "free time" to even think about them.

WHAT'S THE SOLUTION?

If you're facing any of those six problems, it's time to brainstorm some solutions. To get you started, I've provided an example for each, pretending that your goal is "improve my health." Feel free to insert YOUR goal(s) and brainstorm from there.

1 CAPITALIZE ON THE EXISTING GOOD

Example Solution: Make time to follow through on 5 day trial of a workout app you download on New Year's Day but never got around to using.

2 SEEKING OUT NEW GOOD

Example Solution: Google "best apps for [your health issue]" download one and give it a try for the next 5 days.

3 ELIMINATE EXISTING BAD

Example Solution: Chart how your current levels of tech use are affecting your physical health. Try to reduce your use for ONE day and see how it feels.

4 SET HEALTHIER BOUNDARIES

Example Solution: Turn off notifications for the apps that often eat up the time you'd normally be using to exercise/meditate, etc.

5 NURTURE HEALTHIER HABITS

Example Solution: Set Internet "office hours" for yourself, and try to log off at a consistent time each night in an effort to improve your sleep.

6 RESERVE SOME FREE TIME

Example solution: Make time each day for a daily walk outside during which you try to remain fully present.



CONGRATULATIONS!

*You did it! You started creating a roadmap to achieve more digital wellness in your life!
Congratulations on taking this important first step.*

ARE YOU READY FOR THE NEXT STEP?

I don't want you to feel so drained all the time.

I don't want you to feel like your life is not your own.

I don't want you to lay in bed at the end of your life and think, "Why did I spend all my time binge watching TV, playing on my phone, and scrolling the Internet instead of following my dreams?"

I want something better for you, because you *deserve* something better.

I'd be honored to help you find it.

If you're ready to make a change, scroll down and find out what comes next...

READY FOR MORE?

If you'd like to learn more, check out any of these digital wellness resources on my website .



*Download one of my free
Digital Wellness screensavers.*



*Download my free
Digital Wellness assessment*



*Email me to find out more about the next
session of my eight week course, **The
Digital Wellness Reboot.***

Clean House

Take a look at the home screen of your phone or desktop computer right now.

Are there files or apps on here you're no longer using or that no longer provide value? If so, DELETE IT.

(If you're not sure, find a proper home to store or file it.)

*Follow me on Twitter at @JenKaneCo to see a
free Digital Wellness tip every Wednesday for
#WellnessWednesday*

THANK YOU!

I hope you enjoyed this workbook
and found it valuable!

Send me a message at
jen@jenkane.com to book a free
1 on 1 call to talk about the next
steps on your digital wellness
journey.

Jen Kane



SOME HOUSEKEEPING

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