



Understanding Your Environment and Identifying Your Digital Triggers - Reflection Template

Now it's time to take a full inventory of your digital environment. This activity will help you identify potential distractions and areas for improvement across four key areas: your phone, your computer, your workspace, and your social media habits.

Follow each section carefully and take notes on what you discover. Use this as a chance to reflect on how your digital spaces are supporting – or distracting from – your well-being and goals.

Phone



1. Make a list of all the Apps you can think of on your phone without taking any hints. Then, open your phone and update that list with all the Apps that you actually have.

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How many Apps did you miss? Any surprises?

2. Think of all the Apps you have. Do you truly need all? We encourage you to delete those you don't really need (remember that you can always re-download an App).

3. Now, look at how the Apps are arranged on your screen. What are your most visible Apps? Do you notice any potential distractions? Redesign your screen to optimize your phone use (base each App's visibility on frequency of use and the utility to your routine).

Desktop



1. Check your desktop background. How crowded is it with files and Apps? Is there anything you don't use anymore that you can erase?

2. Review the bookmarks of your browsers. Are there any potentially distracting websites? Or websites you don't access anymore?

3. Do you have any instant communication Apps easily visible (WhatsApp, Teams, Slack...)? Can you limit their notifications?

4. What programs open automatically when you turn on your computer? Are they distracting you? We suggest minimizing the number of tabs open at a time.

Work/Study Station



Like your digital devices, your physical environment plays a key role in ensuring that technology fosters Digital Goals. Observe your work or study space to answer these questions:

1. What elements are there? Are there any distracting elements?

2. Where is your phone when you are there? Does it distract you?

3. What digital devices are there? Which ones do you use? For what purpose?

4. What do you see from where you sit? Are there any distracting triggers you can limit or remove?

Social Media



1. Review your social media apps: Identify which social media apps you use most frequently. Are there any that contribute to feelings of overwhelm? Consider deleting or limiting your use of these apps.

2. Streamline notifications: Turn off notifications for non-essential social media apps. This can help reduce interruptions and allow you to focus on more important tasks. Which ones can you turn off?

3. Curate your feed: Unfollow or mute accounts that don't add value to your life. Focus on following accounts that inspire and uplift you. Which ones can you mute?

4. Set time limits: Use built-in features on your phone to set daily time limits for social media usage. This can help prevent excessive screen time. Which time limits will you set?

5. Schedule social media breaks: Designate specific times of the day for checking social media, rather than constantly checking throughout the day. This can help you stay focused and reduce stress. At what time will you check your social media?