

Digital Wellbeing

Working smart in Microsoft 365



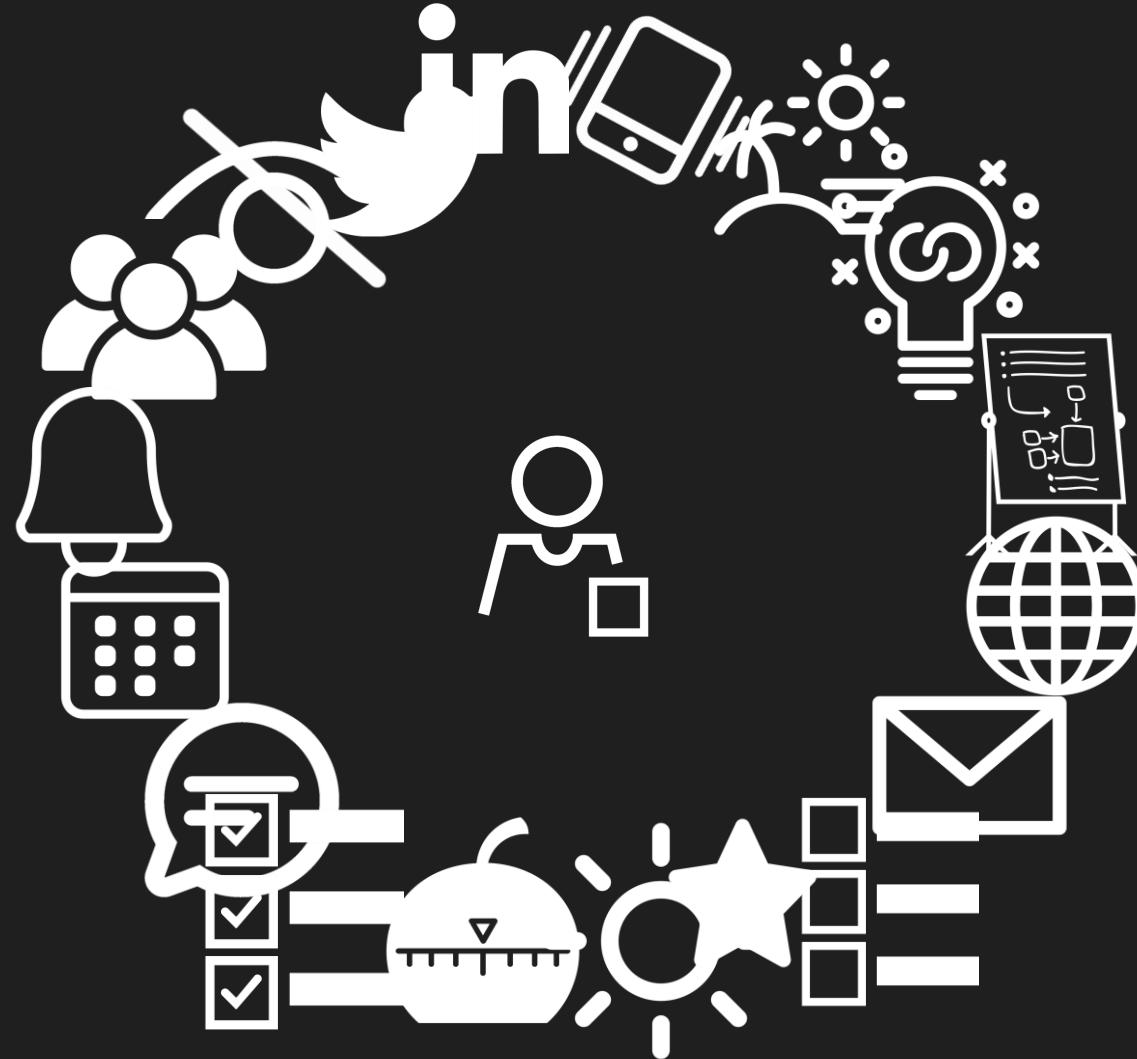
Ståle Hansen, CEO 
Microsoft Regional Director
Microsoft MVP

MVP
Dagen



Digital Wellbeing

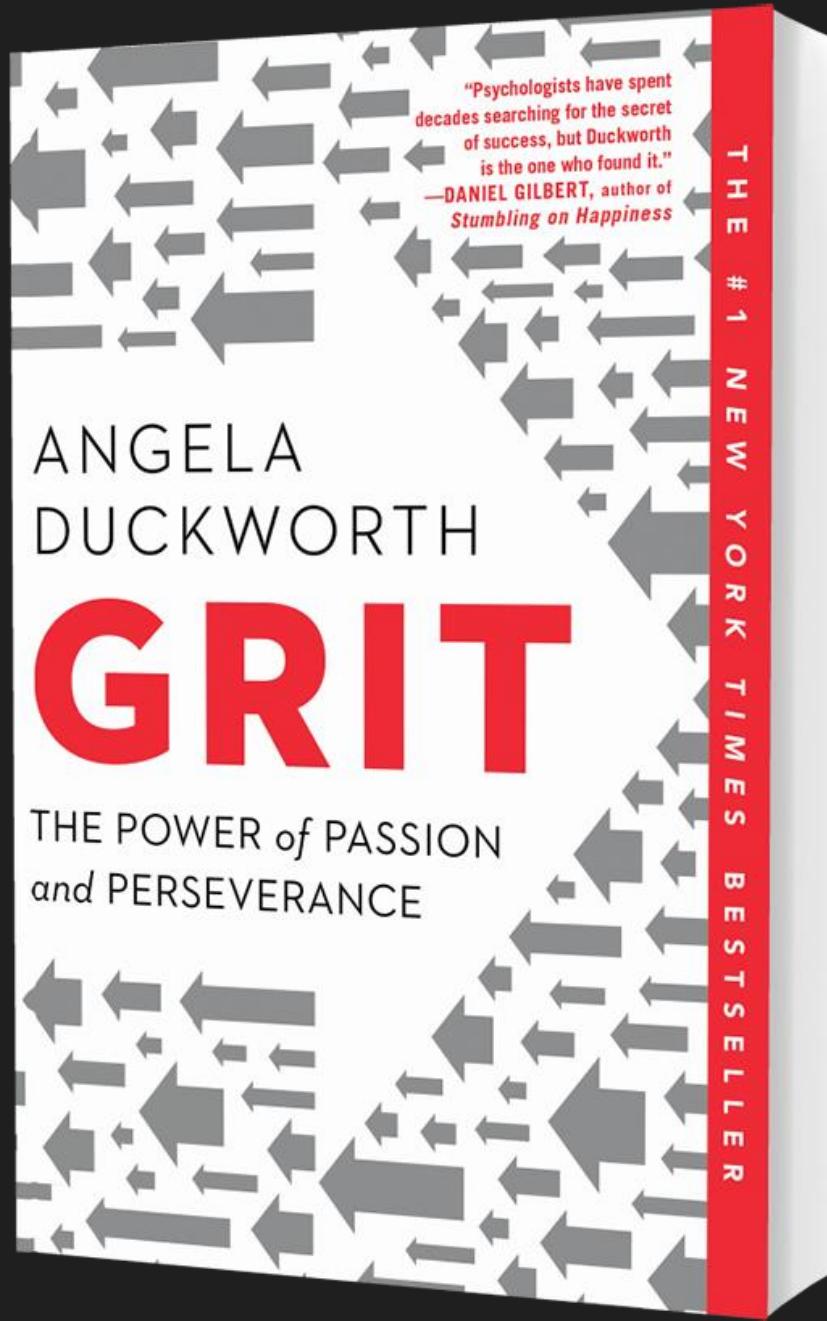




MVP
Dagen

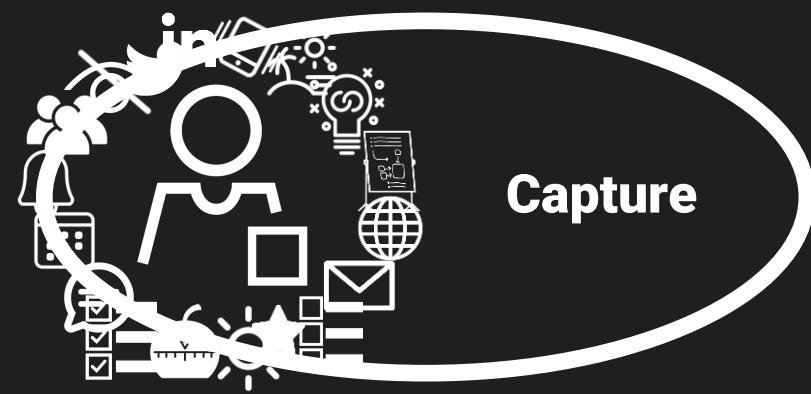


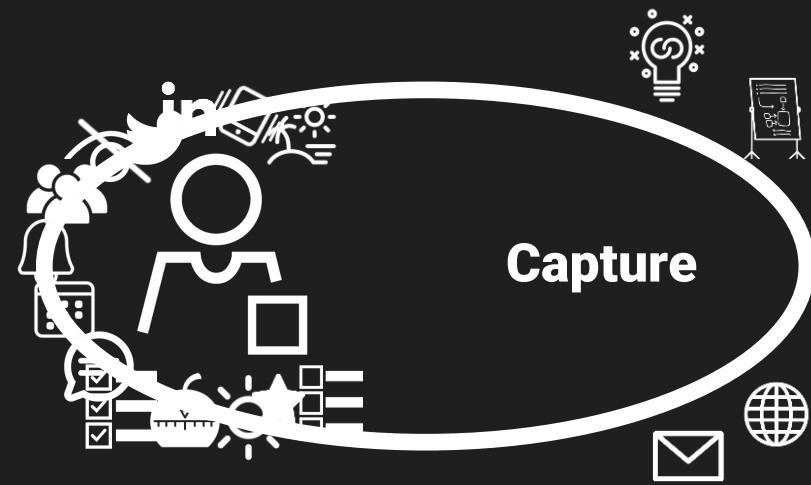
MVP
Dagen

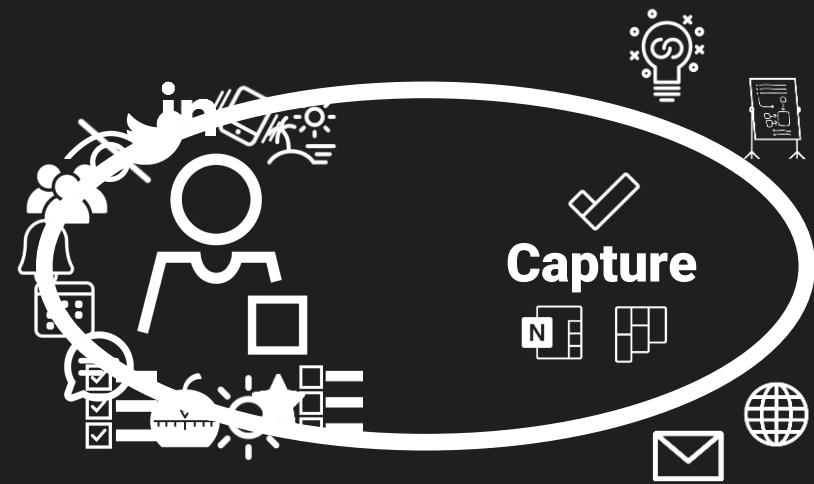




MVP
Dagen









General
Customers

POSTS FILES MORE

Reply

Maurice Daly Feb 2, 19:31

Vik Ørsta

General

Ståle Hansen could you please create a project in Tripletex for this customer.

Broken down into:

See more

4 1

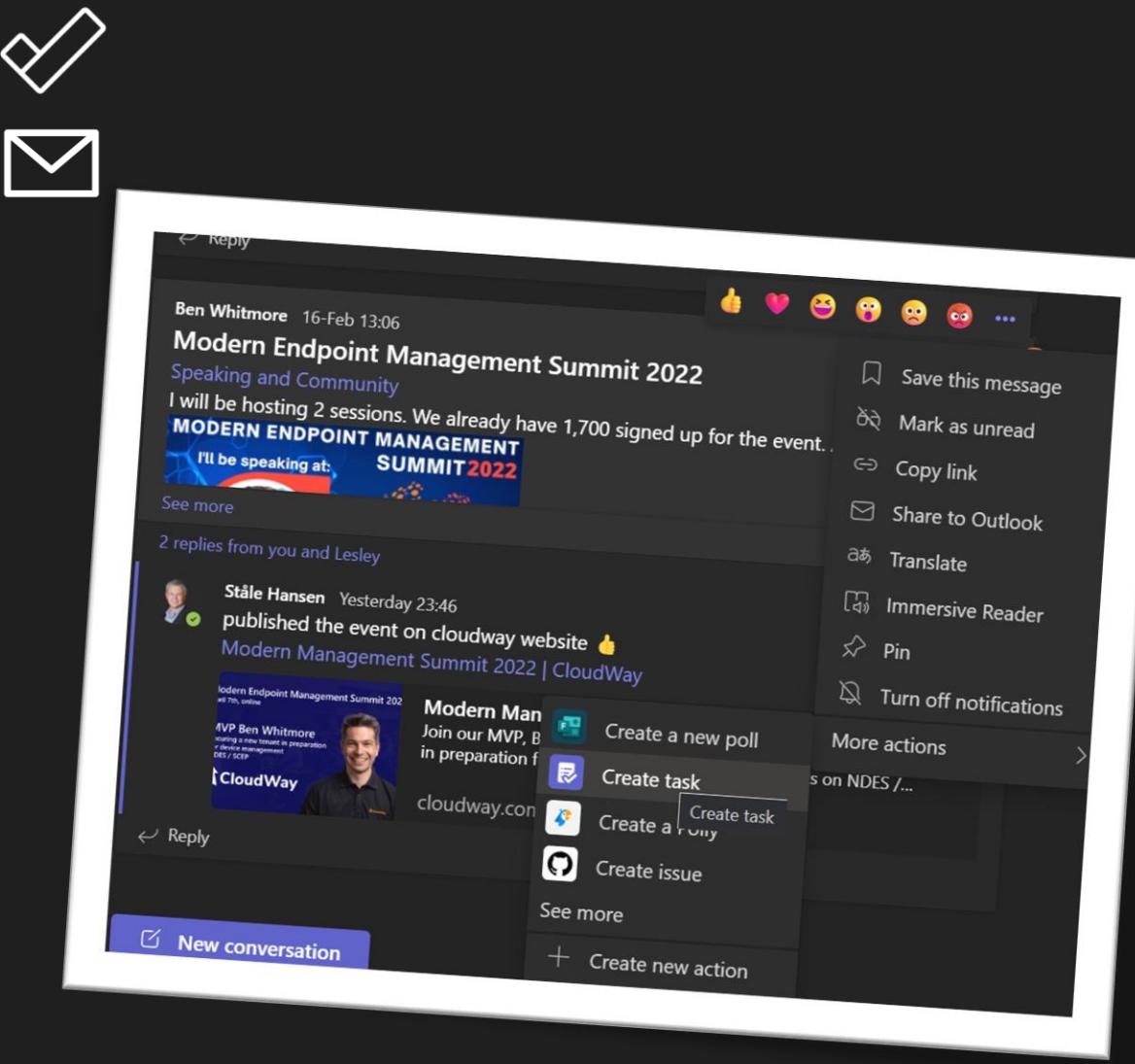
14 replies from Ben, You + 3 others

You Feb 10, 12:50

this should go in the 0.projects channel btw, which is reserved for this type of discussion

Reply

A screenshot of a Microsoft Teams message board. The board shows a post from Maurice Daly asking Ståle Hansen to create a project in Tripletex for a customer. Below the post, it says "Broken down into:" and "See more". There are 4 likes and 1 heart. A reply from "You" suggests moving the discussion to the 0.projects channel. The interface includes standard Microsoft Teams navigation and reply buttons.



Capture



Capture



Ståle Hansen stale.hansen@cloudway.no

Search

My Day 126

Important 135

Planned 43

Completed 95

Assigned to me 1

Flagged email 14

Tasks 42

Quotes and thinking 10

Current 11

CloudWay 56

Personal 108

Customers 3

ActiveTasks 32

WFH and Viva 60

Viva Ideas 11

Video Ideas 11

O365Book 11

For investigation 11

+ New list

Tasks

Sorted by creation date

Modern Endpoint Management Summit 2022

Add step

Add to My Day

Remind me

Add due date

Repeat

Add file

Ben Whitmore in CloudWay/Speaking and Community at 16 February 2022, 1:06 pm: Modern Endpoint Management Summit 2022 Speaking and Community

I will be hosting 2 sessions. We already have 1,700 signed up for the event. Added to Planner

<https://teams.microsoft.com/l/message/19:07801ef7db294f60a7c28e89a30708>

c3@thead.skype/1645013219617
tenantId=d99c3e0a-5a04-4bda-95a1-dac0c24b731ee&groupId=f56777ab-44f0-434b-830f-d1ad53395b0e&parentMessageId=1645013219617

Created a few moments ago



MVP
Dagen



12:36 Sun 26 May

Inbox

Focused Other Filter

Re: That site you talked about in the meeting

Ståle Hansen 12:28
Workshop Microsoft 365
● No Conflict

Tomorrow, 09:30 (1h) RSVP

Ståle Hansen 12:25
Microsoft 365 project
The project is a GO, can you create the high level design for the migration and...

Ståle Hansen 12:24
That site you talked about in the meeti...
STALE@MSUNIFIED.NET appears similar to someone who previously... 2

SH Ståle Hansen 12:24
To You

STALE@MSUNIFIED.NET appears similar to someone who previously sent you email, but may not be that person. [Learn why this could be a risk](#) [Feedback](#)

Thanks for a good and insightful meeting. Can you send me the link to the guide you talked about? Thanks

/from a customer

...

You 12:36
To Ståle Hansen

Here it is <https://msunified.net/2019/02/12/did-you-know-that-you-can-control-notifications-from-microsoftteams-channel-mentions/>

Get [Outlook for iOS](#)

...

Reply to All

26



12:37 Sun 26 May

Inbox

Focused Other Filter Microsoft 365 project

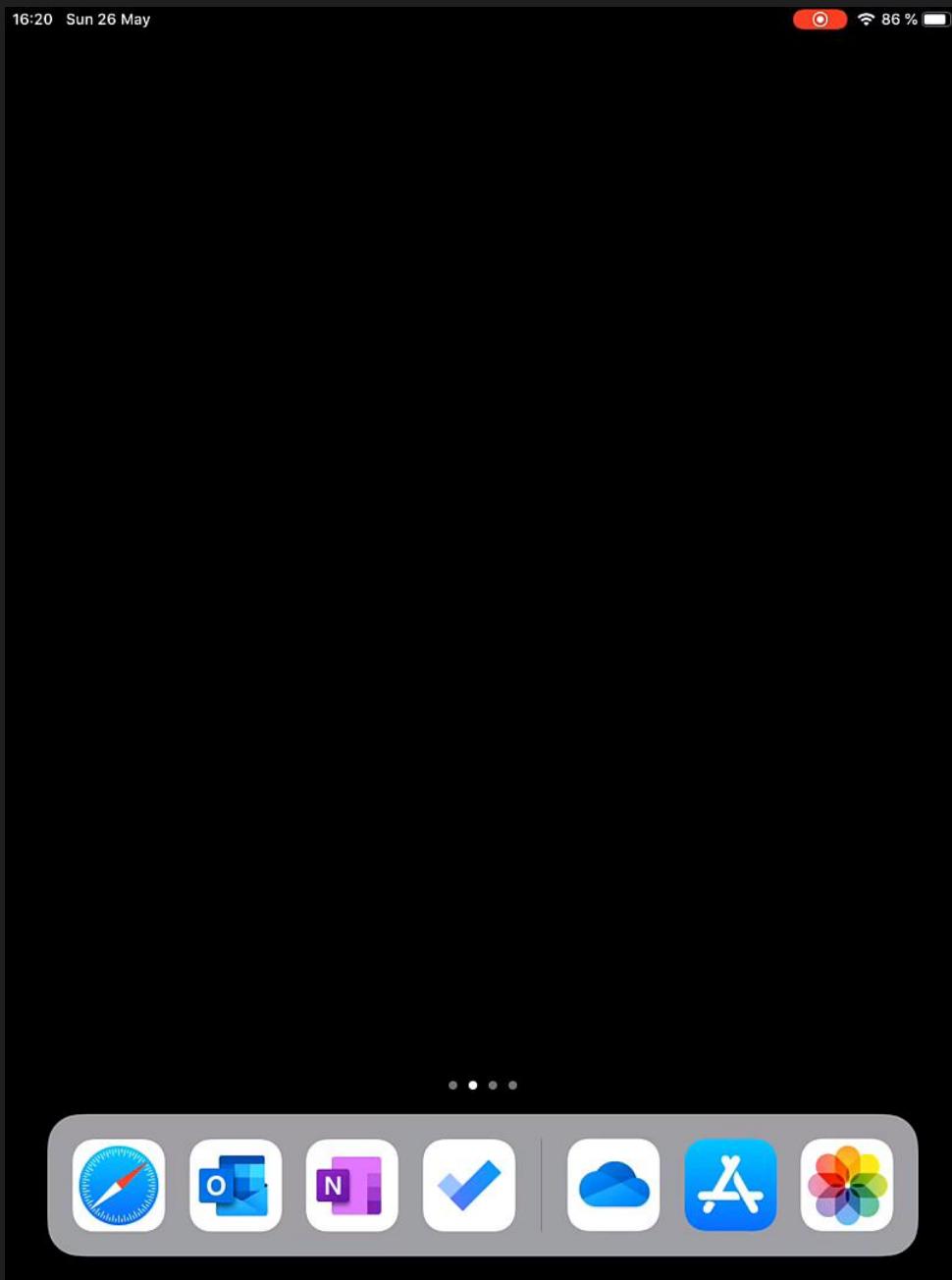
Ståle Hansen 12:25 Microsoft 365 project Microsoft 365 project
The project is a GO, can you create the high level design for the migration and...

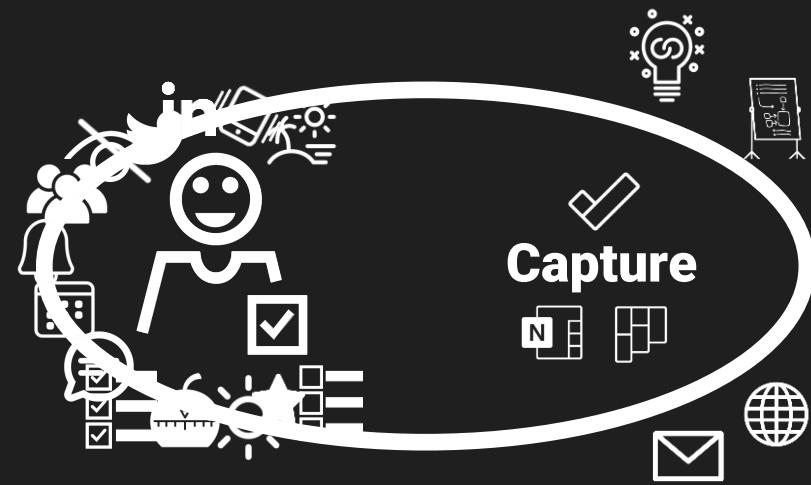
Ståle Hansen 12:24 That site you talked about in the meeti... STALE@MSUNIFIED.NET appears similar to someone who previously... 2

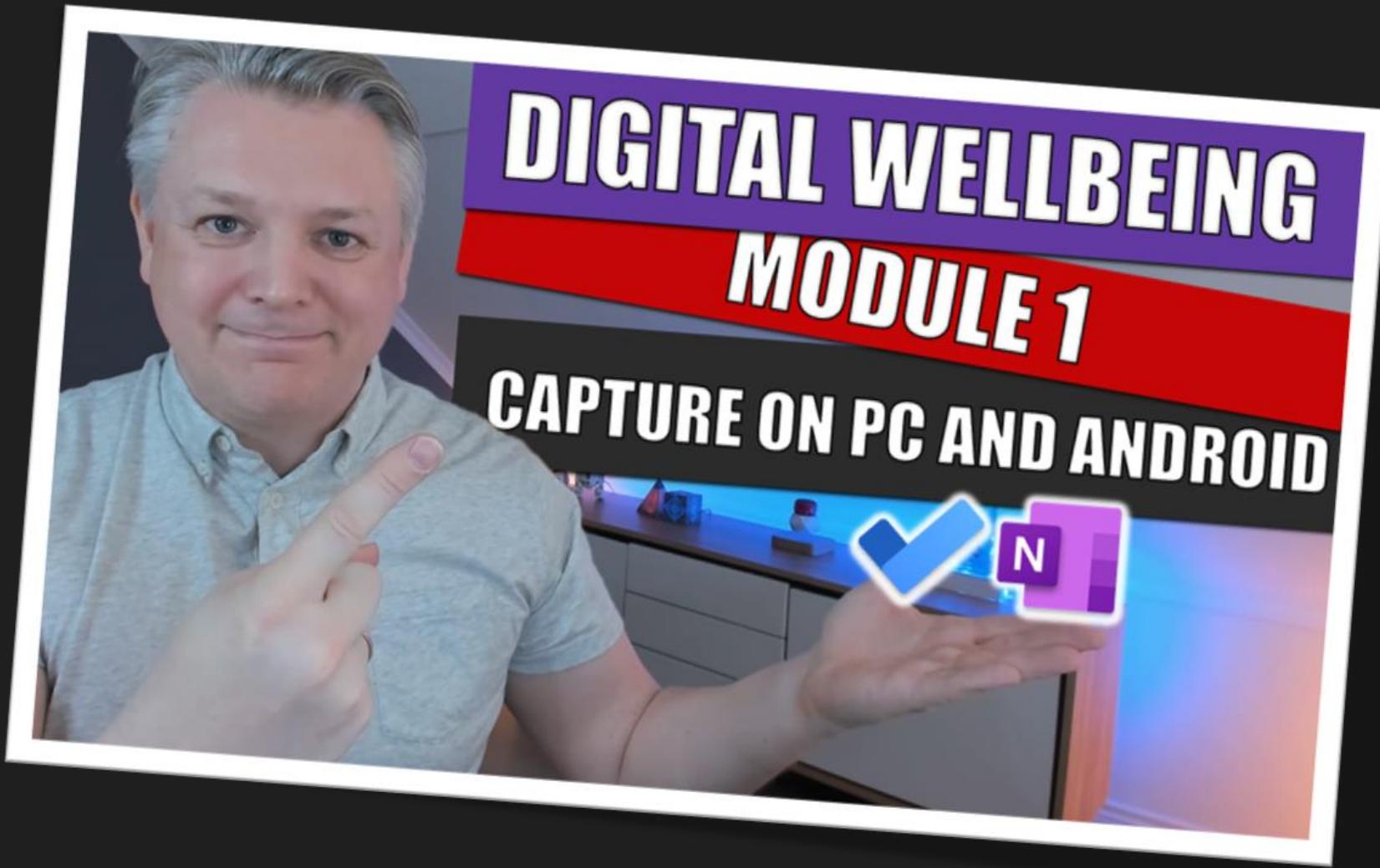
Ståle Hansen | CEO Office Apps and Services MVP Web: <https://cloudway.no> Mob: +4740453007

Reply

26

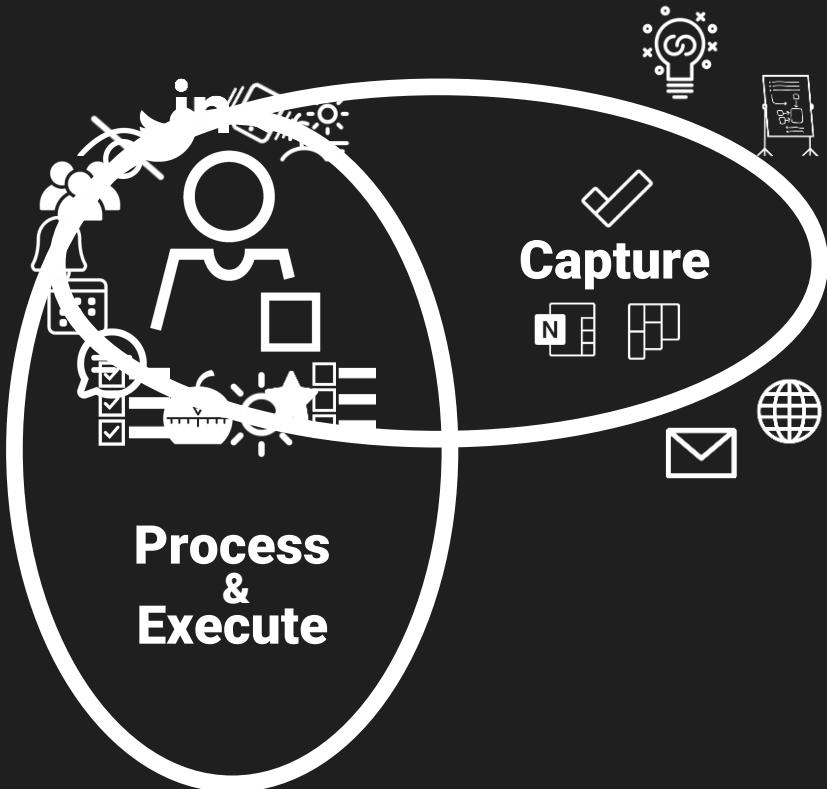


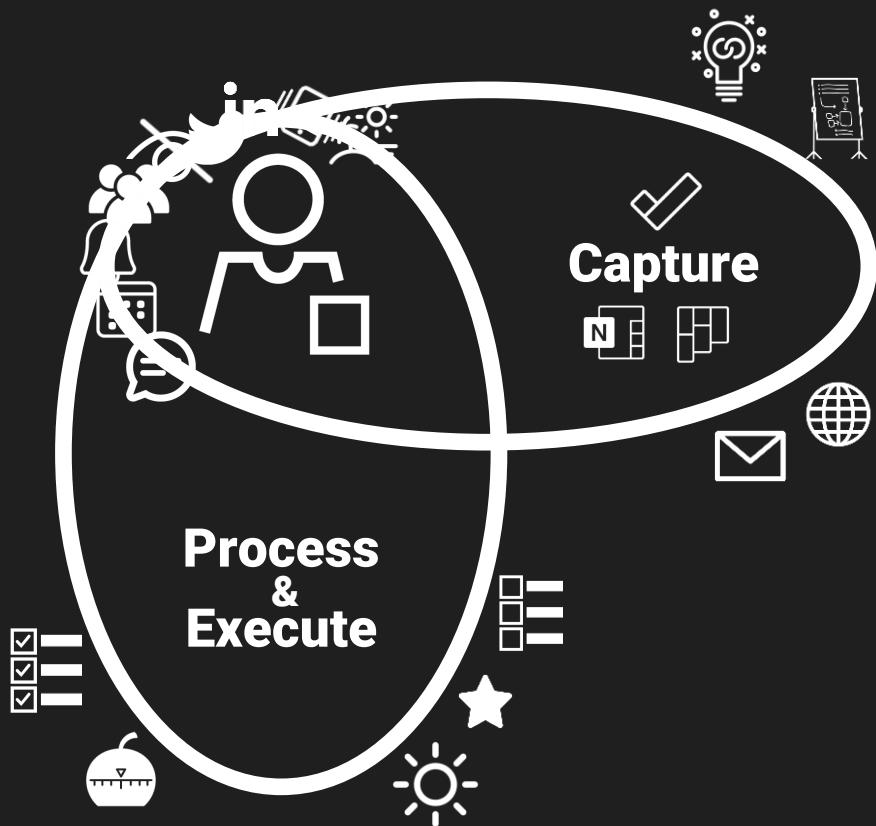


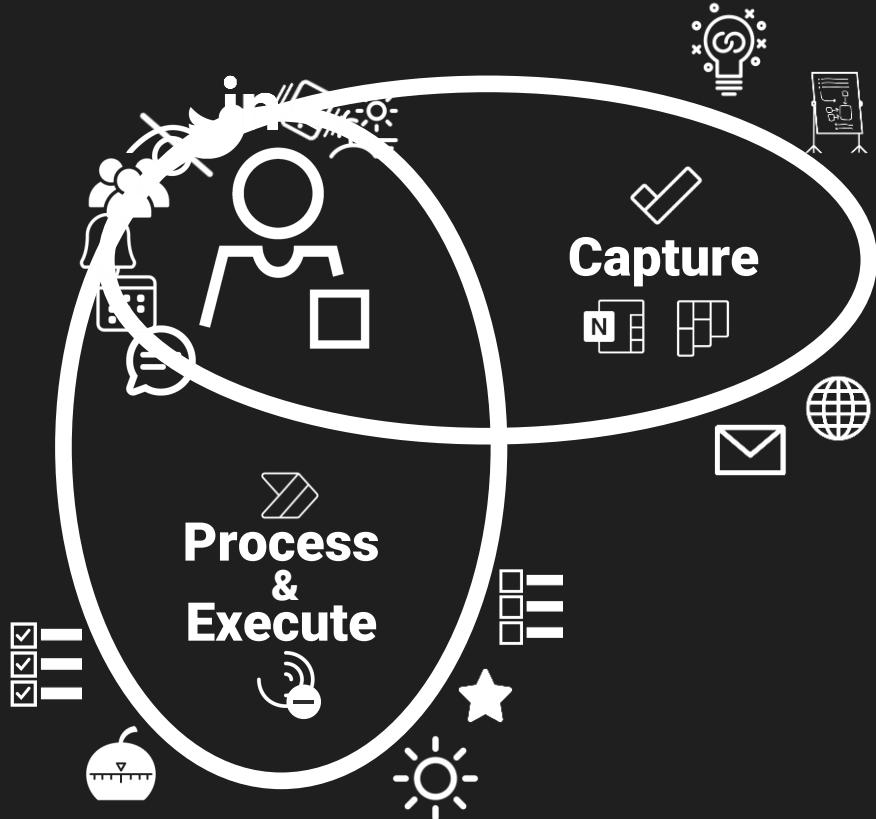


<https://YouTube.com/StaleHansen>

MVP
Dagen









Process & Execute



Microsoft To Do

My Buddy
my.buddy@cloudway.no

Search

My Day

Important

Assigned to me 1

Flagged email 4

Tasks 13

Work

- WorkInternal
- Customers
- Travel
- Expenses
- LearningMaterial
- WFH and Microsoft Viva
- Office365ForITPros
- Quotes and thinking
- Memes and comics

Private

+ New list

Tasks

wellness over work

Microsoft 365 project
Message

Another meeting that could have been an email
https://twitter.com/_workchronicles/status/1504027224982409220

Microsoft Teams Operator Connectio Mobile

Finish my presentation

Pomodoro app
Note

Next Steps design process
Message

Project X > 4 - Operations: channel conversation from Microsoft Teams
Message

Send info about customer
Note

Teams task from Ståle Hansen: Added a new tab at the top of this channel. Here's a link.
Note

Thoughts for my next YouTube video

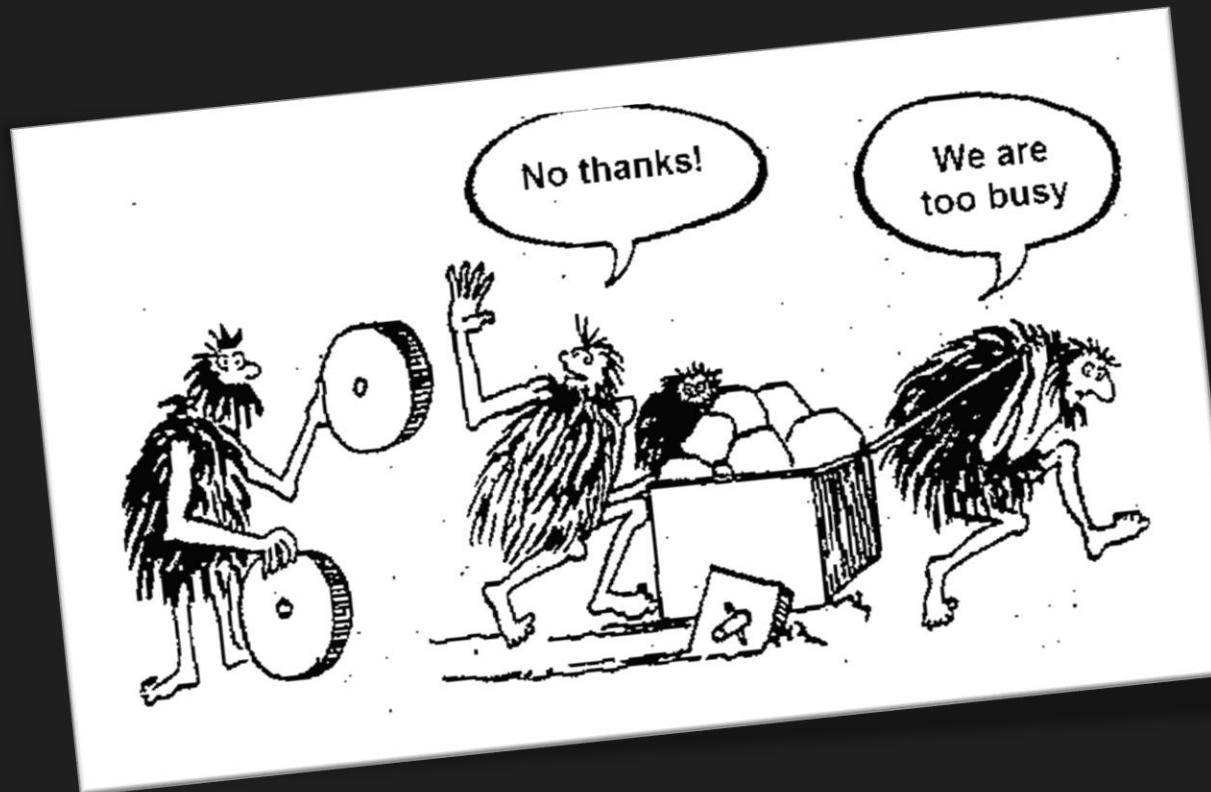
> Completed 7

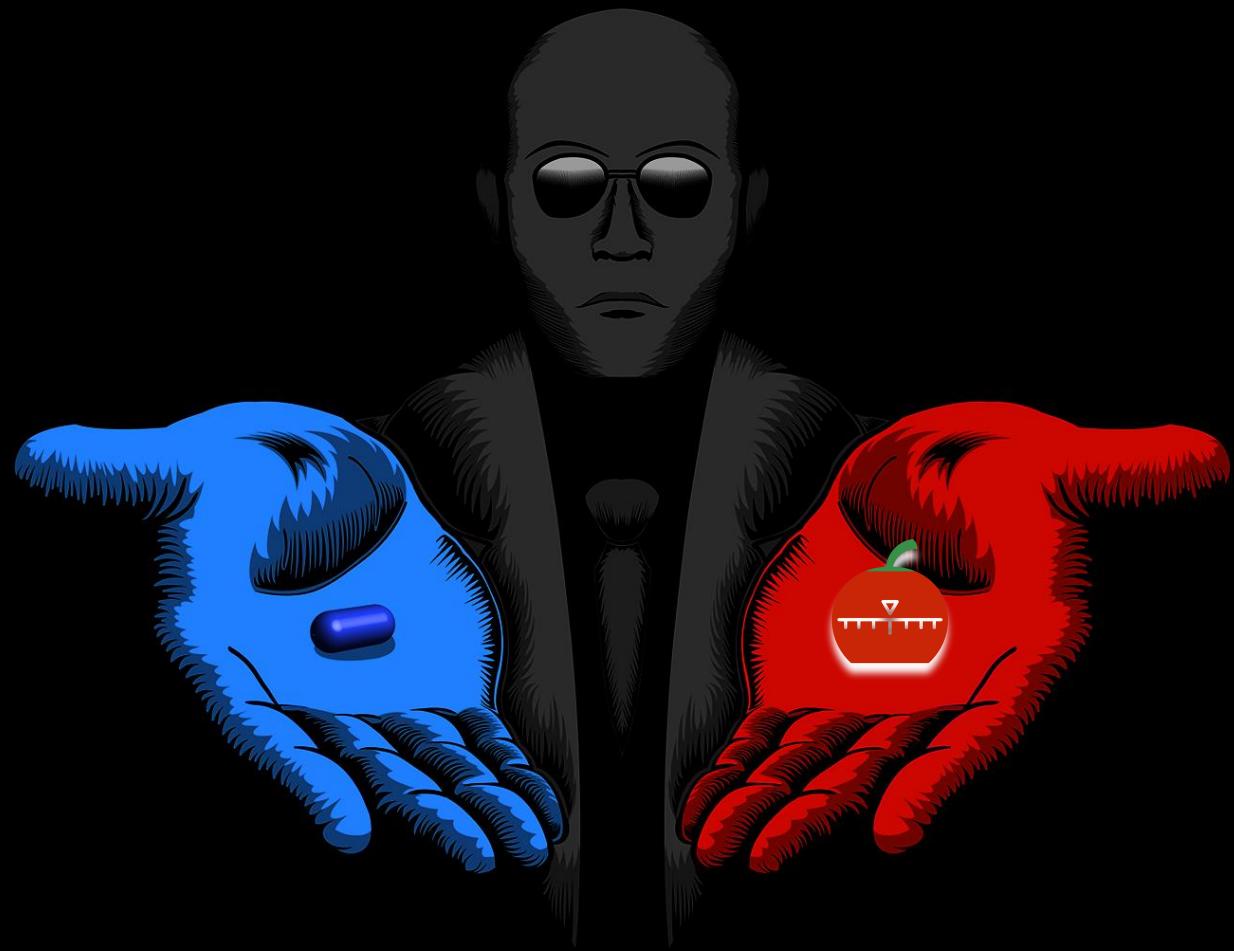
+ Add a task

Sort to lists

MVP
Dagen

Process
&
Execute



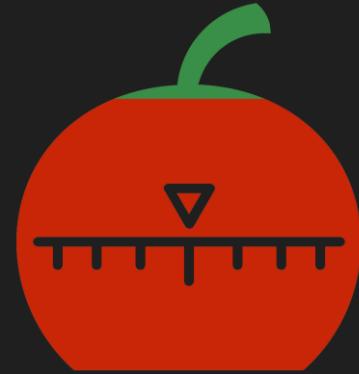




Process & Execute

Plan for Focus time and deep work

MVP
Dagen



The **Pomodoro** Technique
Induce the **Flow State**
10-25 minutes intervals
and keep going

Process
&
Execute



MVP
Dagen

Process
&
Execute



You are your worst enemy

MVP
Dagen




Process
&
Execute



<https://amp.classicfm.com/music-news/music-to-release-sadness-and-feel-happier-study/>

MVP
Dagen

Process & Execute



Microsoft To Do

My Buddy
my.buddy@cloudway.no

Search

My Day 9

Important 11

Assigned to me 3

Flagged email 2

Tasks 3

Work

- WorkInternal 6
- Customers 3
- Travel 2
- Expenses 1
- LearningMaterial
- WFH and Microsoft Viva 1
- Office365ForITPros 1
- Quotes and thinking 1
- Memes and comics 1
- Pomodoro 1
- Birthdays 1

Private

New list

My Day

Friday, March 18

publish new article on latest happening Tasks

Post in social media Tasks

Contact customer Tasks

Microsoft 365 project Customers 0 of 7

Finish my presentation Workinternal

Send info about customer Customers

Demo ProjectActivity Unknown plan

1 of your flow(s) have failed Flagged email

Champions Newsletter | Issue 15 | March 2022 Flagged email

Add a task

Complete tasks

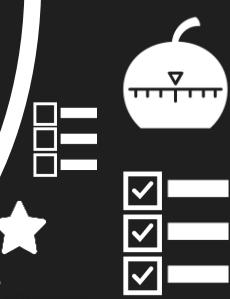
MVP
Dagen

Process & Execute



The screenshot shows the Microsoft Viva Insights Virtual Commute interface. The left sidebar includes Activity, Chat, Teams, Viva Insights (selected), and Apps. The main area displays a meeting titled "Hvordan jobbe smart i Microsoft 365 med Digital..." at 9:15 AM, 30 mins, located in Sal 2, Dronning Eufemias gate 71, 0194 Oslo, Oslo, Norway, with an "Accepted" status. Below it is another meeting titled "Placeholder: MVPDagen temp day" at 9:30 AM, 6.3 hrs, with "No Location". A "Reschedule" button is visible next to the second meeting. At the bottom are "Done" and "Next" buttons, and a feedback question "Is this helpful? Yes No".

Process & Execute



The screenshot shows the Microsoft Viva Insights Virtual Commute interface. At the top, there's a navigation bar with back/forward arrows, a search bar, and user profile icons. Below the bar, the title "Virtual commute" and subtitle "Viva Insights" are displayed. A horizontal menu bar includes "Meetings", "Tasks" (which is selected), and "Wind down". The main content area is titled "Tasks completed today" and lists two items:

- ✓ New blog - Viva origami
- ✓ <https://aka.ms/learnlive-ignite-2022-Ept1>

Each task item has a small trash can icon to its right. At the bottom of the screen, there are "Done" and "Next" buttons, and a feedback question "Is this helpful? Yes No".

Process & Execute



Virtual commute

Viva Insights

Meetings Tasks Wind down

Viva Insights headspace

Take a breather break (1 min)

Body scan (3 min)
Bring mind and body together

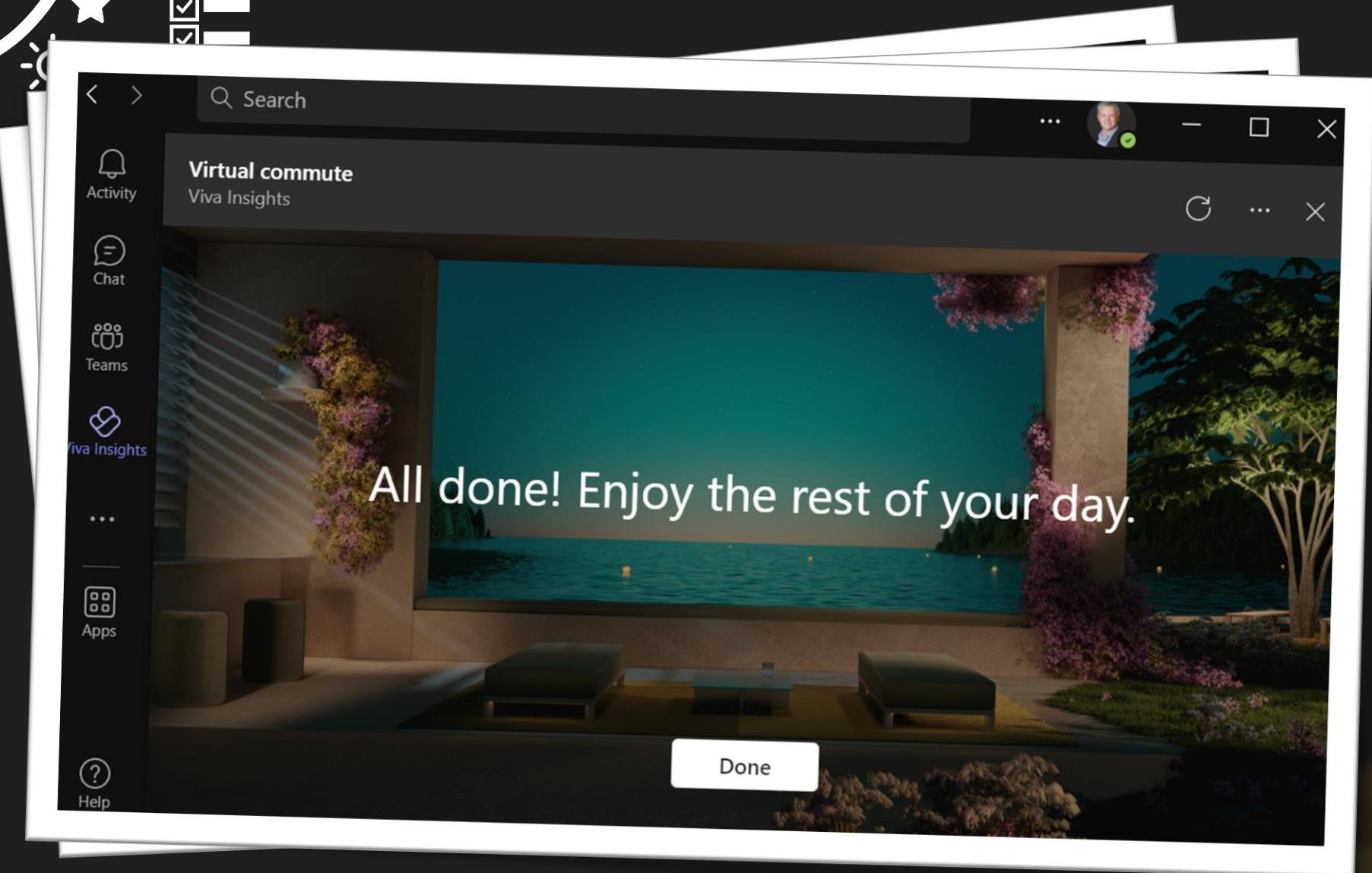
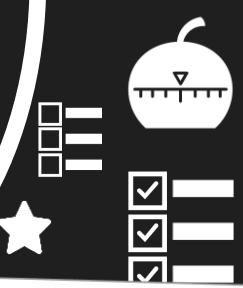
Reflect on your day
Check in with yourself

Done

Is this helpful? Yes No

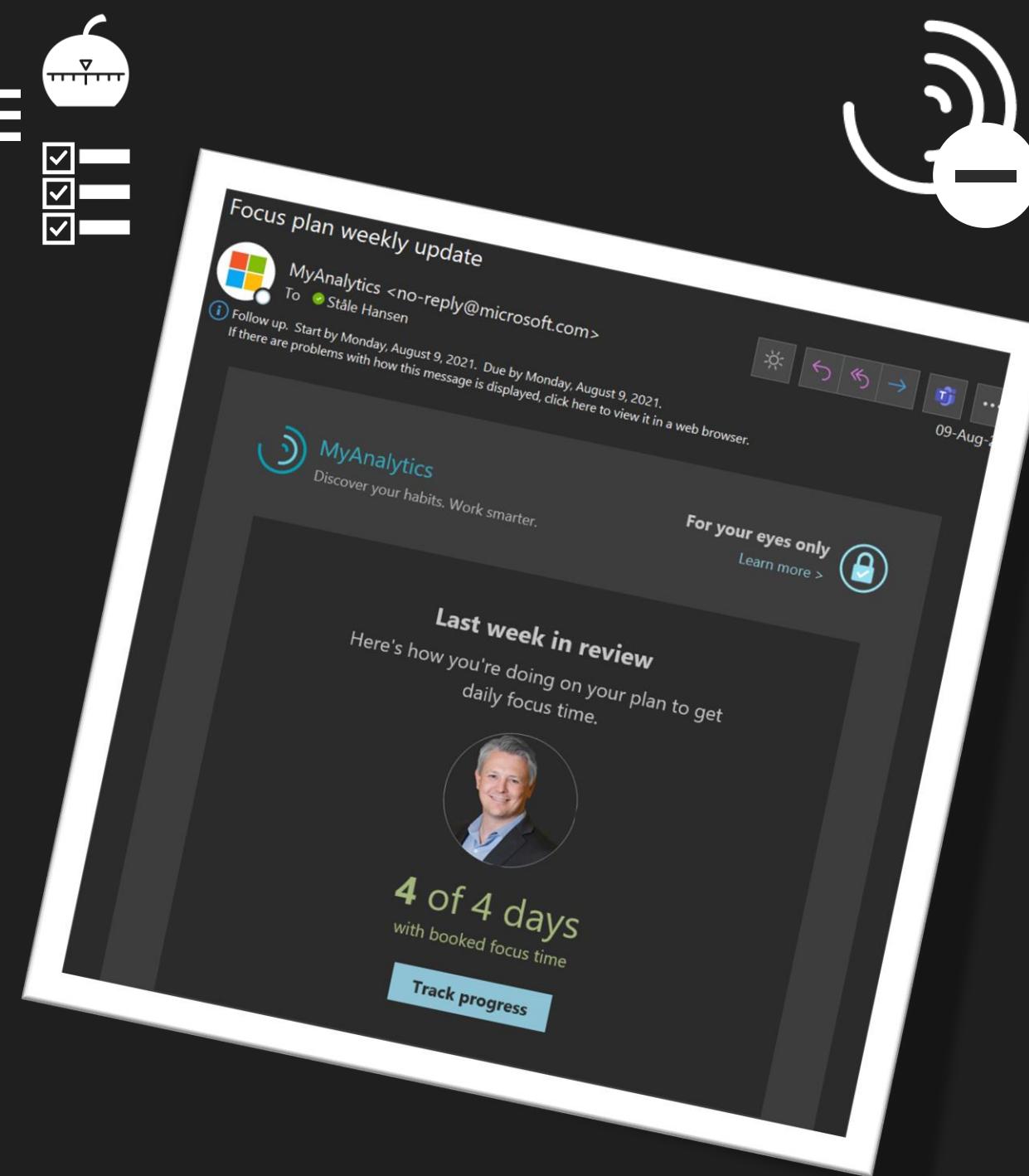
MVP
Dagen


**Process
&
Execute**

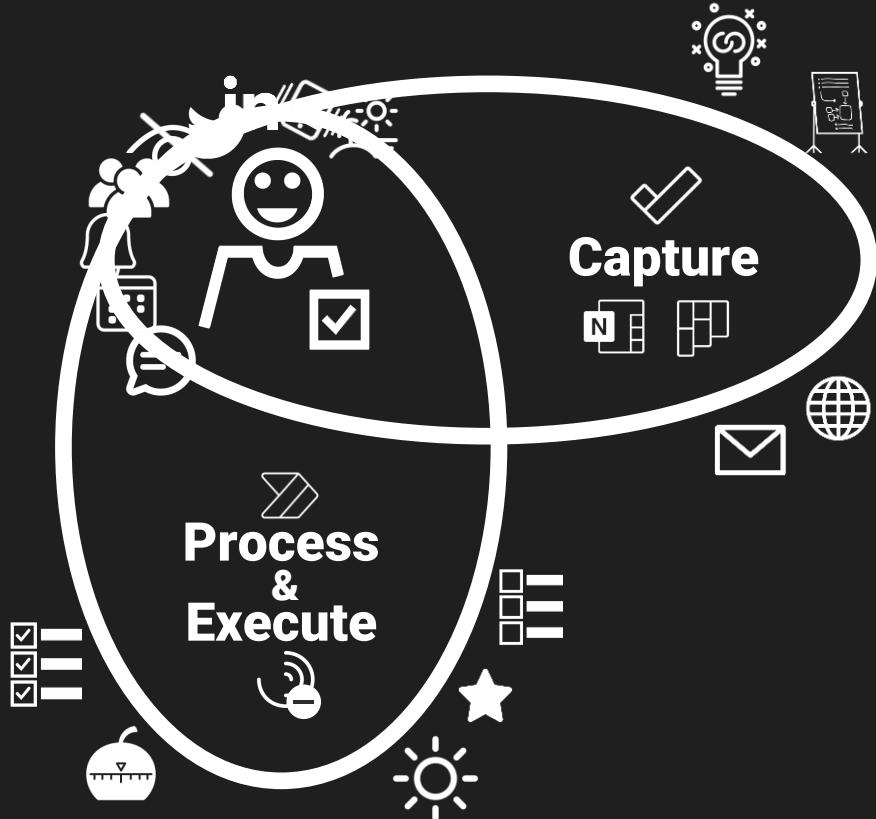


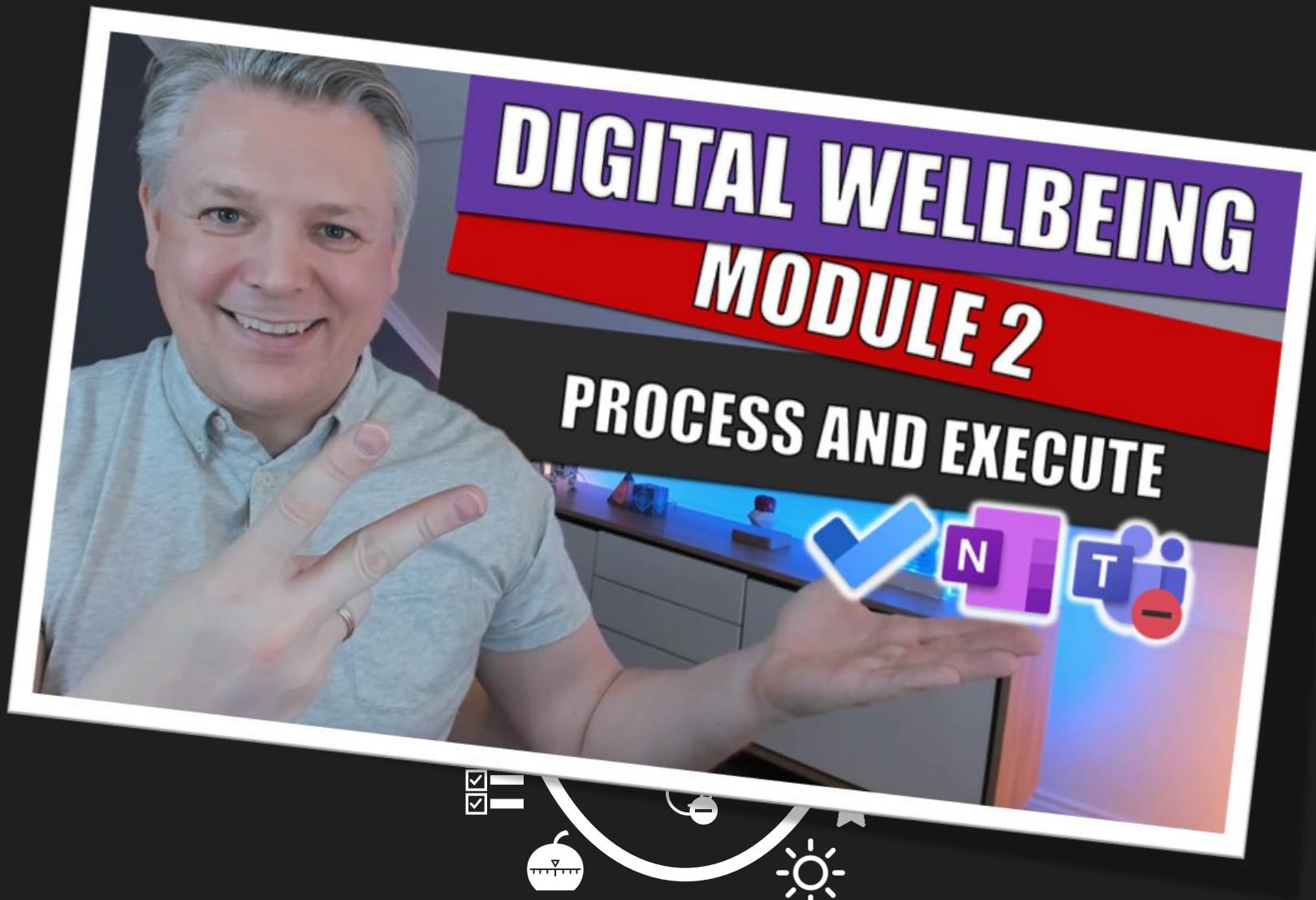
MVP
Dagen

Process & Execute



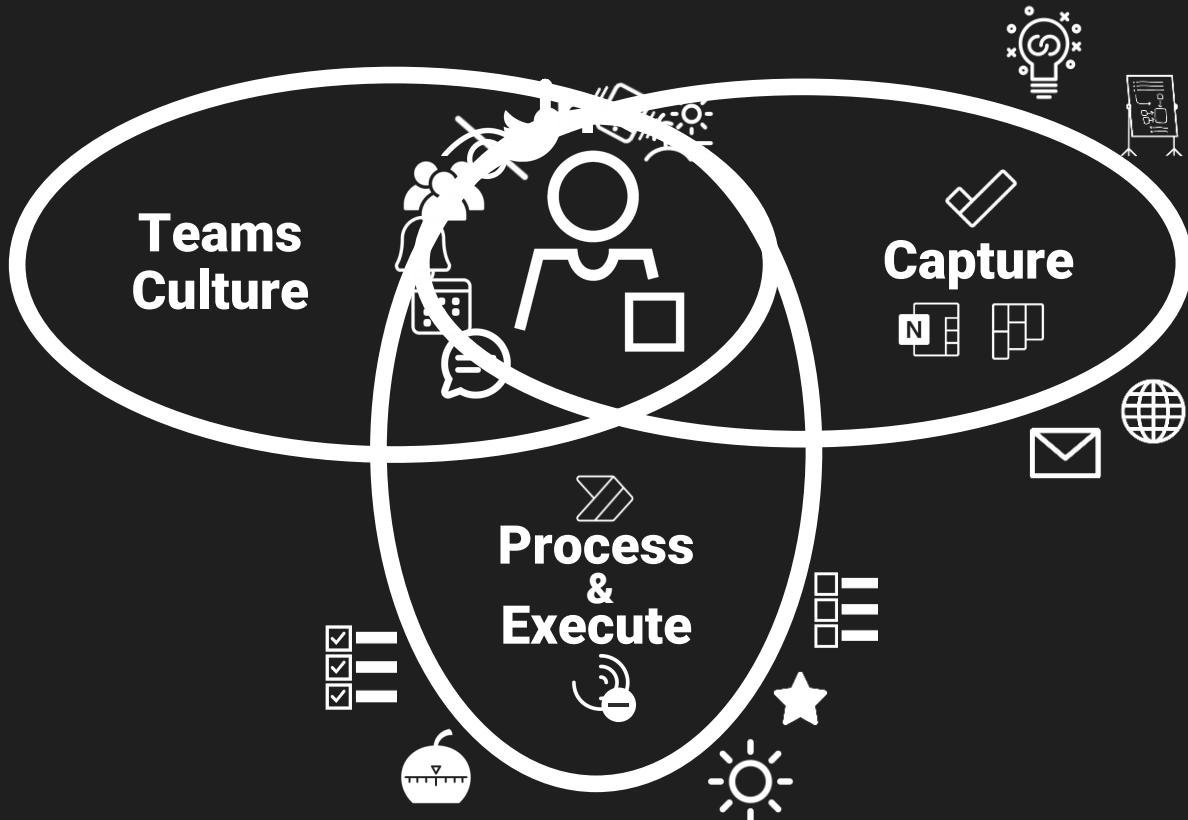
MVP
Dagen

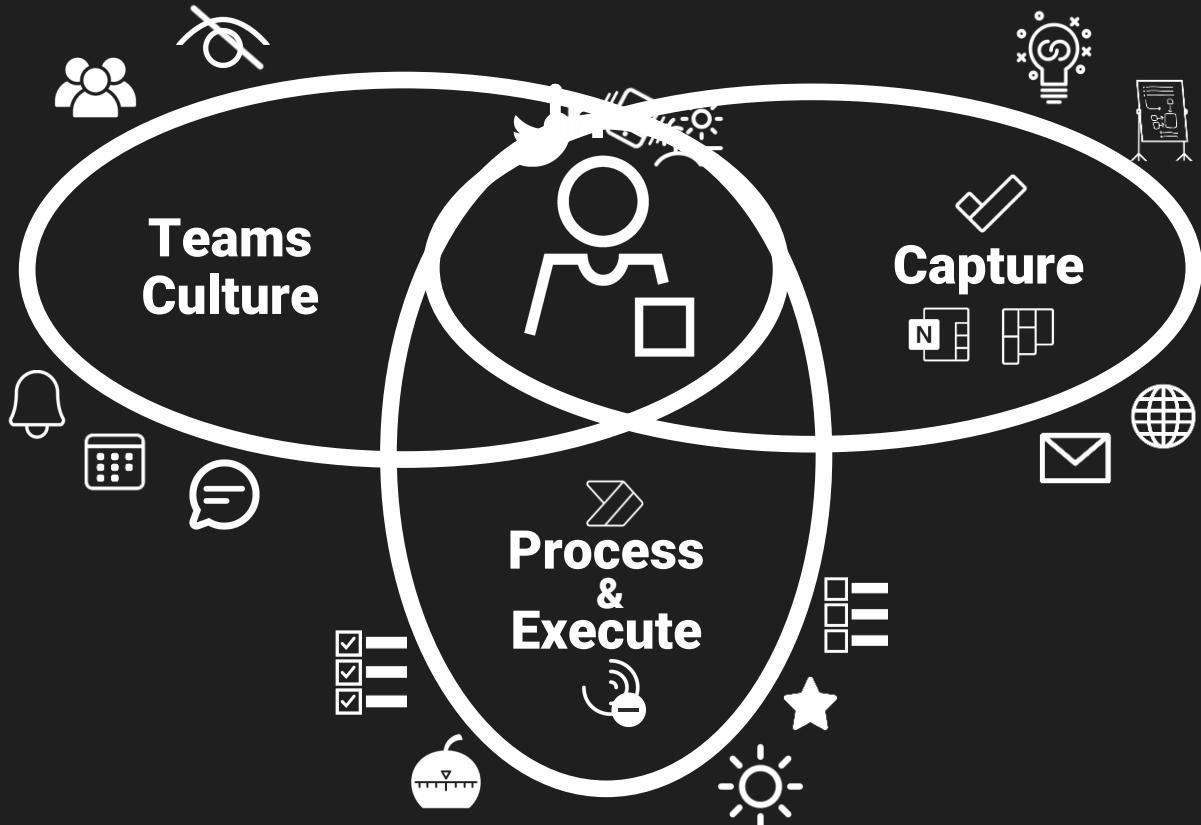


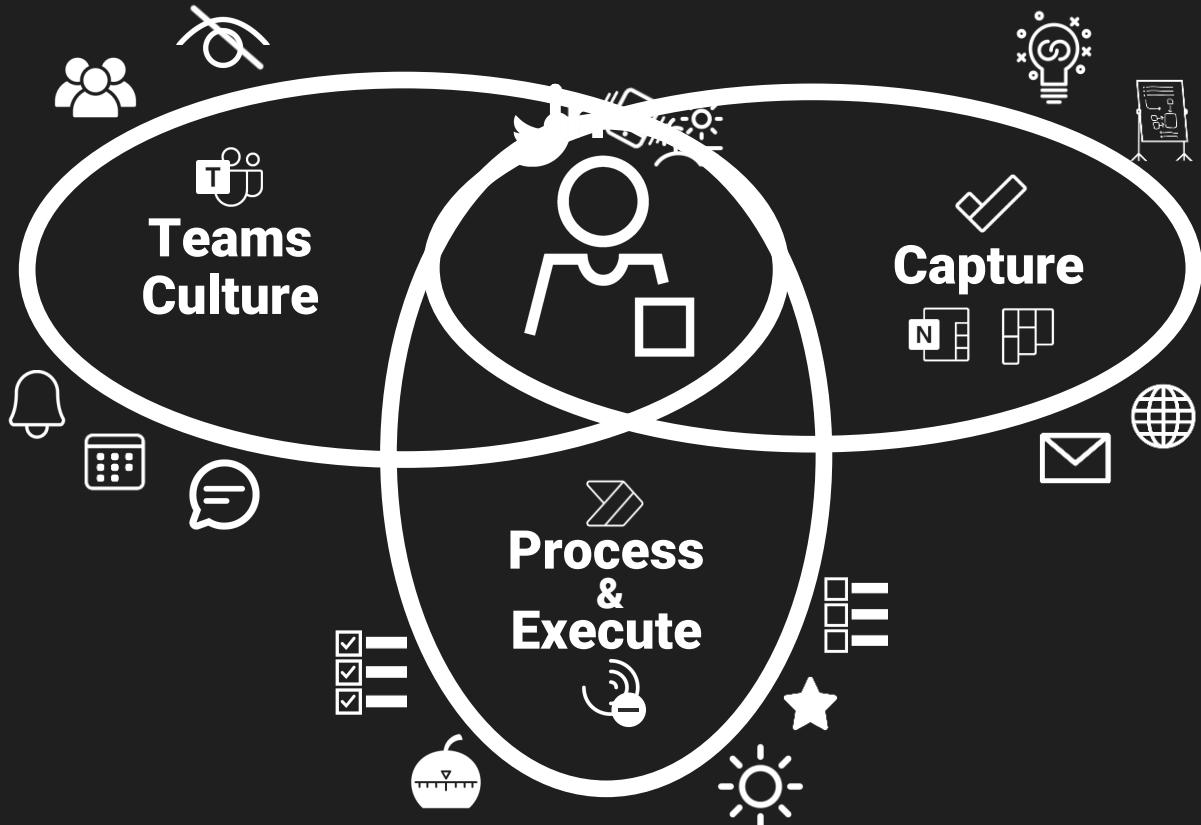


<https://YouTube.com/StaleHansen>

MVP
Dagen









MVP
Dagen



Teams
Culture



A screenshot of the Microsoft Teams interface. On the left, there is a vertical navigation bar with icons for Activity, Chat, Teams (which is selected), Calendar, Calls, and Tasks by Pl... (partially visible). The main area shows a project structure for "Project X". The root node "Project X" has a yellow icon. Below it is a "General" node with "0 - Announcements". Under "General" is a node "1 - Business Case" which is expanded, showing five sub-items: "2 - Deployment", "3 - Adoption", "4 - Operations", and "5 - Change Management". There are also three dots (...).

MVP
Dagen



Teams Culture



The screenshot shows the Microsoft Teams interface. On the left, there's a sidebar with icons for Activity, Chat, Teams (highlighted), Calendar, Calls, and Tasks by Planner. The main area shows a team named "Project X" with a channel list: General, 0 - Announcements, 1 - Business Case (selected), 2 - Deployment, 3 - Adoption, 4 - Operations, and 5 - Change Management. A context menu is open over the "1 - Business Case" channel, specifically the "Channel notifications" section. The menu items include: Pin (disabled), Hide (disabled), Manage channel (disabled), Get email address, Get link to channel, Edit this channel, Connectors, and Delete this channel. The "Channel notifications" dropdown has the following options: All activity (Posts, replies, mentions) and Off (Except direct replies, personal mentions). The "Off" option is selected and highlighted with a checkmark. Below the menu, there are some notifications: "Task created" and "Send Teams messages to ToDo and Planner". A message from Ståle Hansen is also visible.



Teams Culture



The screenshot shows the Microsoft Teams interface. On the left, there's a sidebar with icons for Activity, Chat, Teams (highlighted), Calendar, Calls, and Tasks by Planner. The main area shows a team named "Project X" with channels: General, 0 - Announcements, 1 - Business Case (selected), 2 - Deployment, 3 - Adoption, 4 - Operations, and 5 - Change Management. A context menu is open over the "1 - Business Case" channel, specifically the "Channel notifications" section. The "Off" option under "All activity" is selected, with a note: "Except direct replies, personal mentions". Other options include Pin, Hide, Manage channel, Get email address, Get link to channel, Edit this channel, Connectors, and Delete this channel. Below the menu, a message from Ståle Hansen is visible: "Send Teams messages to ToDo and Planner" and "pm: Send Teams messages to ToDo and Planner".



Teams
Culture



before



during



after

#HybridMeetings

MVP
Dagen



Teams
Culture



before



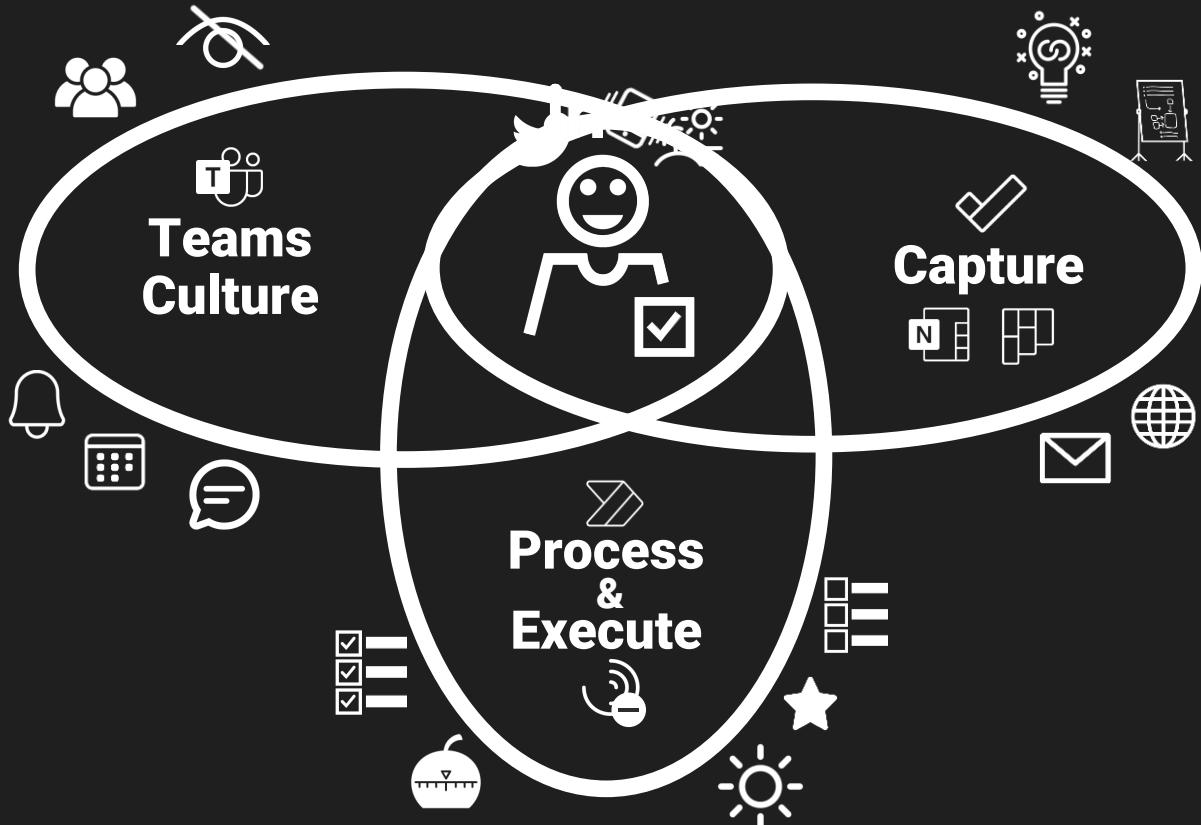
during

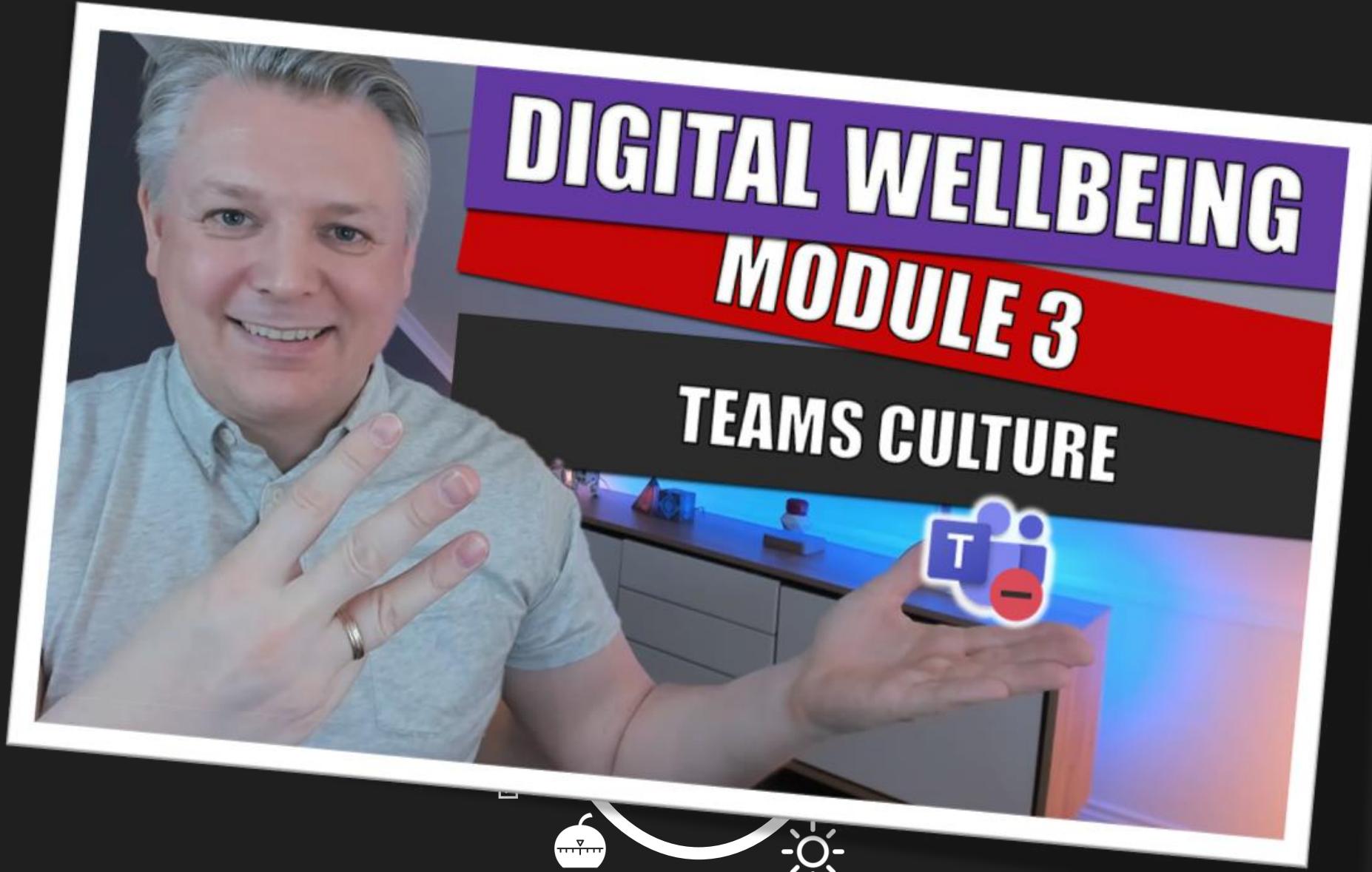


after

#HybridMeetings

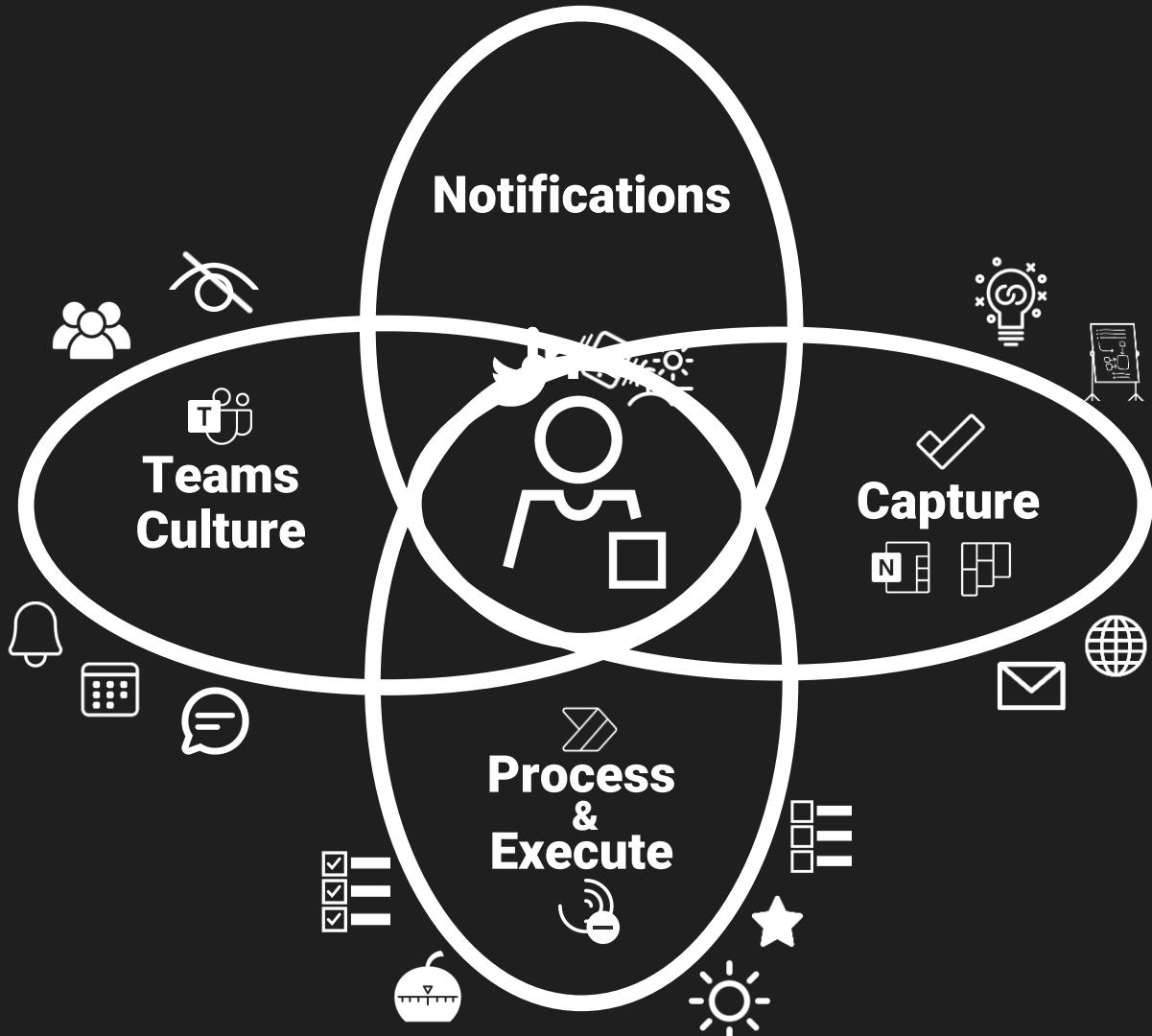
MVP
Dagen

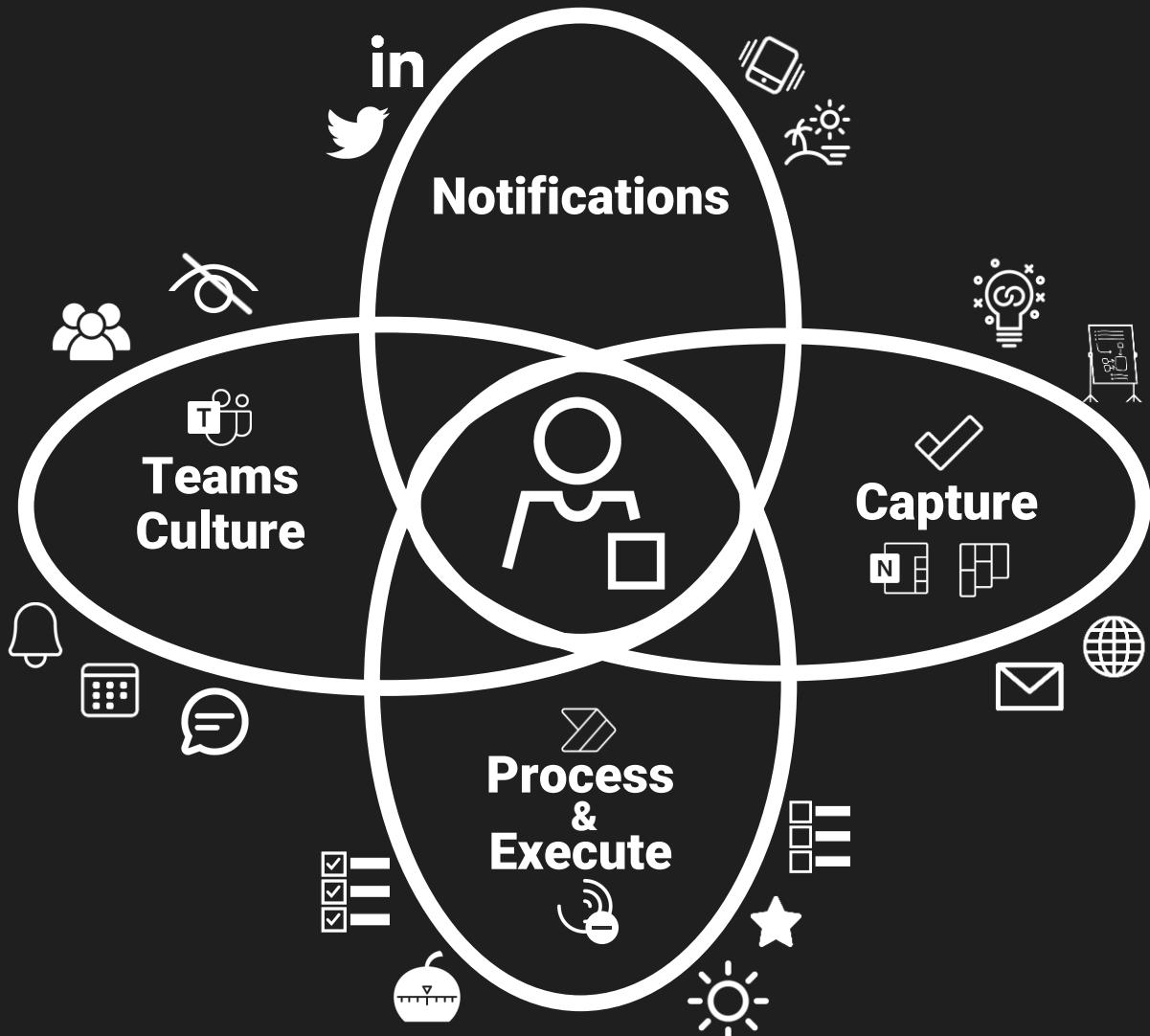




<https://YouTube.com/StaleHansen>

MVP
Dagen









MVP
Dagen



Challenge





Challenge
in

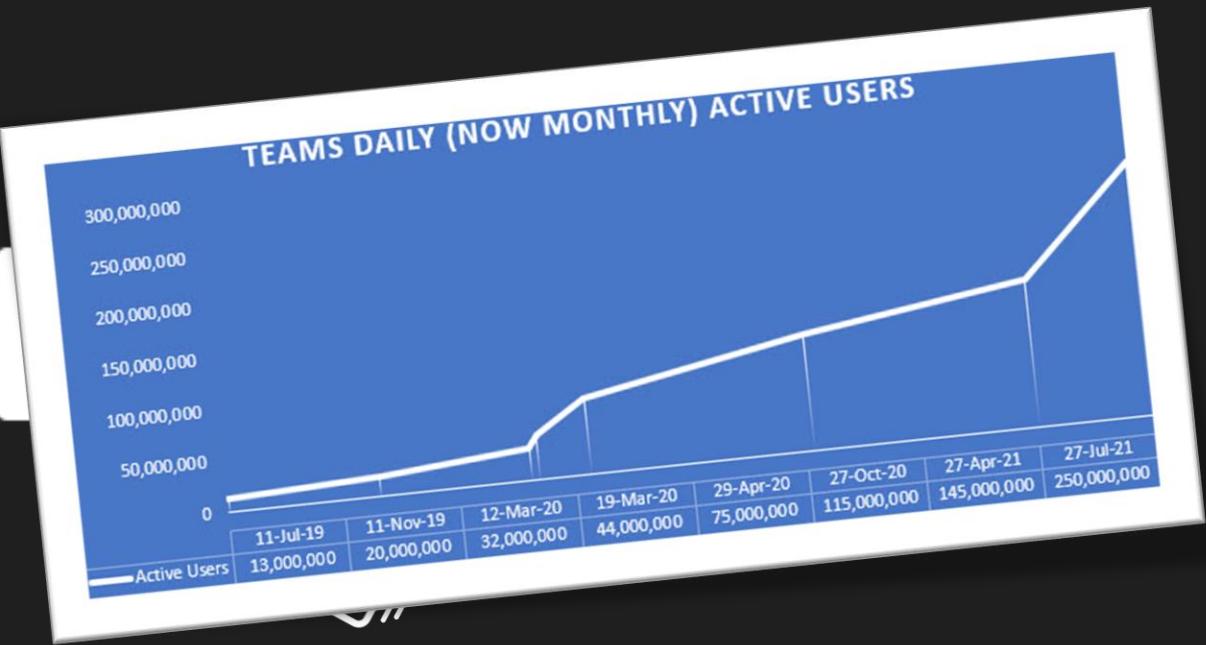


MVP
Dagen



"If you're not paying for the product, then you are the product" -The Social Dilemma





Source: <https://office365foritpros.com>

MVP
Dagen



#1 SKILL
in 2020s



MVP
Dagen



Why did I get it?
Was it useful?
How can I get it at the right time?





The screenshot shows the Microsoft Teams Settings interface. On the left, a sidebar lists various sections: Activity, Chat, Teams, Calendar, Calls, and Tasks by Pl... (partially visible). The 'Notifications' section is highlighted with a hand cursor icon. The main content area is titled 'Settings' and contains several sections:

- Email**: Missed activity emails dropdown set to 'Off' (highlighted with a red box).
- Appearance and sound**: Includes 'Notification style' (Teams built-in), 'Show message preview' (toggle off), and 'Play sound for incoming calls and notifications' (toggle off).
- Teams and channels**: Sub-sections include 'All activity' (New messages, reactions, and all mentions), 'Mentions & replies' (Personal mentions and replies to your messages), and 'Custom' (Your custom settings are active, highlighted with a blue box).
- Chat**: Sub-sections include 'Messages, mentions and reactions' with an 'Edit' button.
- Meetings and Calls**: Sub-sections include 'Control notifications and reminders during your meetings and calls' with an 'Edit' button.
- People**: Sub-sections include 'Keep track of someone's status and get notified when they appear available or offline' with an 'Edit' button.
- Viva Insights**: Sub-sections include '...' (partial view).



MVP
Dagen



Dear people who send you Teams messages at 3:00am:
What the █ is wrong with you?

5:06 PM · Oct 8, 2019 · Twitter for Android

17 Retweets 242 Likes



MVP
Dagen



MVP
Dagen



 Viva Insights

Home Stay connected More

Activity Chat Teams Calendar Calls More

The screenshot shows a dark-themed mobile application interface for "Viva Insights". At the top, there's a user profile picture with a red border, followed by the app name "Viva Insights". Below the header are three tabs: "Home" (selected), "Stay connected", and "More". The main content area displays two large, dark rectangular boxes, likely placeholder or blurred sections. At the bottom, there's a navigation bar with icons for "Activity" (bell), "Chat" (speech bubble), "Teams" (people icon), "Calendar" (calendar icon), "Calls" (phone icon), and "More" (three dots). The entire interface is set against a dark background.



Notifications

MVP
Dagen



Ståle Hansen >
CloudWay

Available

Set status message

Notifications
Quiet time all day

Settings

What's new

Accounts and orgs

- CloudWay stale.hansen@cloudway.com ✓
- Advania (Guest) stale.hansen@cloudway.com
- Advokatfirmaet Selmer... stale.hansen@cloudway.com
- AGS IT-partner AS (Guest) stale.hansen@cloudway.com
- AudioCodes Ltd (Guest) stale.hansen@cloudway.com

Calendar Calls More



MVP
Dagen



← Notifications

Notify me for

General activity
Chats, Mentions, Channels + 4 more

Channels
Management Global, SharePoint an... + 6 more

Meetings
Meeting start reminder

Block notifications

During quiet time
All day on Sun, Mon, Tue, Wed, Thu, Fri, Sat. 17:00 to 08:30 on others.

When active on desktop
Blocked

When in meetings
Blocked

Help

Troubleshoot notifications

Learn about OEM-specific issues



Notifications

MVP
Dagen



← Notifications

Notify me for

General activity
Chats, Mentions, Channels + 4 more

Channels
Management Global, SharePoint an... + 6 more

Meetings
Meeting start reminder

Block notifications

During quiet time
All day on Sun, Mon, Tue, Wed, Thu, Fri, Sat. 17:00 to 08:30 on others.

When active on desktop
Blocked

When in meetings
Blocked

Help

Troubleshoot notifications

Learn about OEM-specific issues



MVP
Dagen



← Quiet time

Daily quiet hours



Start

17:00

End

08:30

When enabled, daily quiet hours mutes all Teams notifications on this device.

Quiet days



Sunday



Monday

Tuesday

Wednesday

Thursday

Friday

Saturday



When enabled, quiet days mutes all Teams notifications for 24 hours on selected days.



← Quiet time

Daily quiet hours



Start

17:00

End

08:30

When enabled, daily quiet hours mutes all Teams notifications on this device.

Quiet days



Sunday



Monday

Tuesday

Wednesday

Thursday

Friday

Saturday



When enabled, quiet days mutes all Teams notifications for 24 hours on selected days.



← Quiet time

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday



When enabled, quiet days mutes all Teams notifications for 24 hours on selected days.

Allow

Incoming calls



Important messages



Mentions



Badge counts



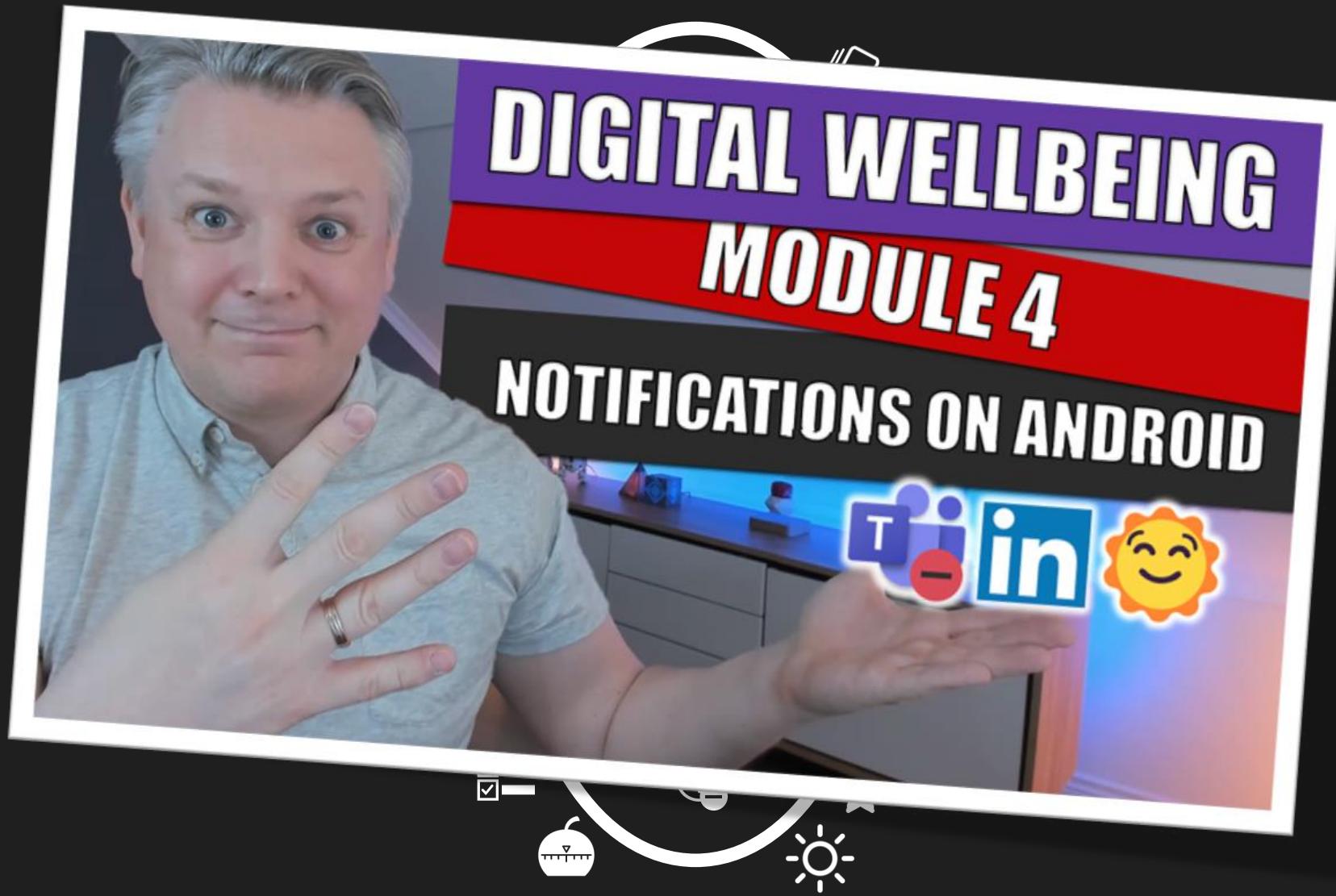
Urgent messages will always be allowed, even during quiet time.





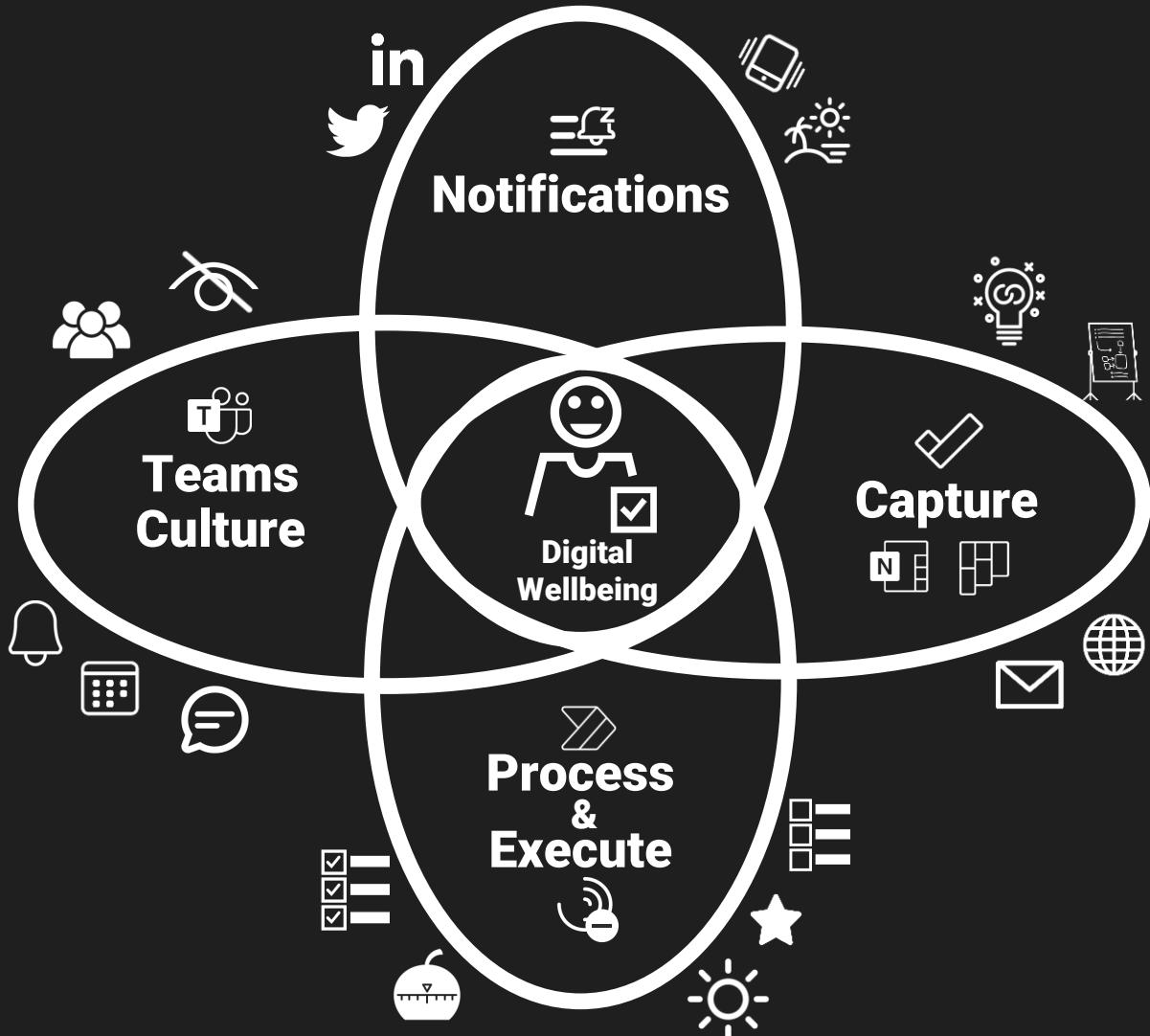
MVP
Dagen

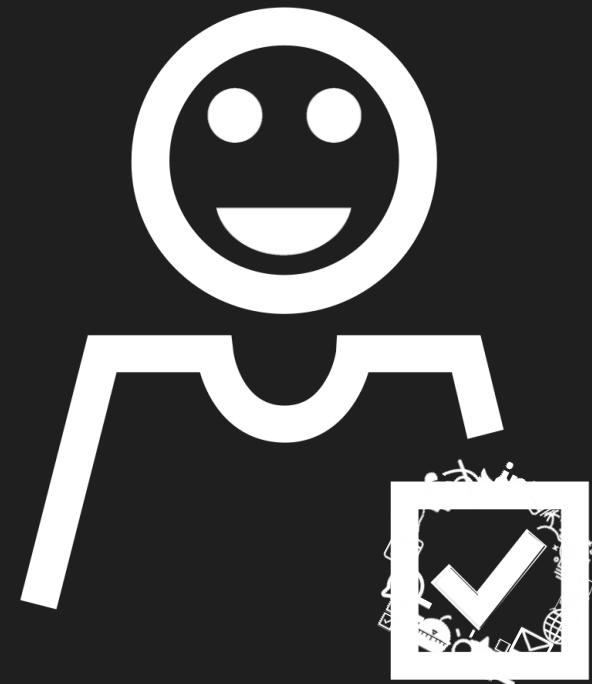




<https://YouTube.com/StaleHansen>

MVP
Dagen





Digital Wellbeing

“If you know the WHY, then you can live by any HOW”
Friedrich Nietzsche

Thanks for attending 🎉



Ståle Hansen, CEO  **CloudWay**
Microsoft Regional Director
Microsoft MVP

<https://msunified.net/digitalwellbeing>