



Ståle Hansen, CEO  **CloudWay**

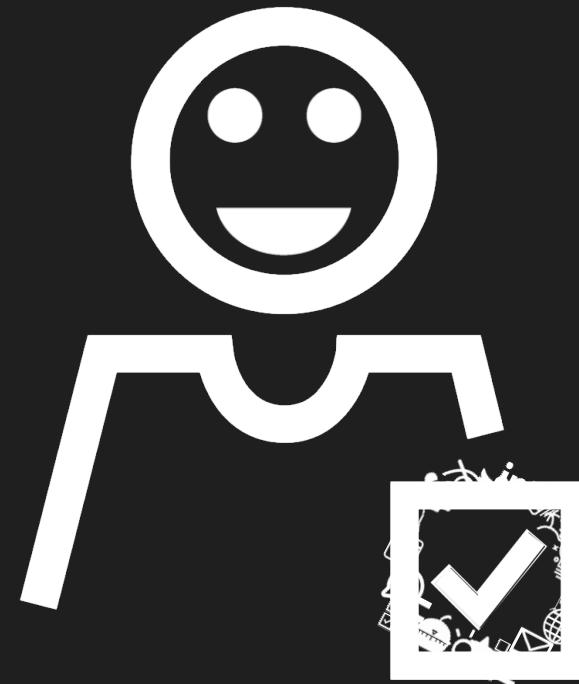
Microsoft Regional Director

Microsoft MVP

<https://cloudway.com>

Digital Wellbeing

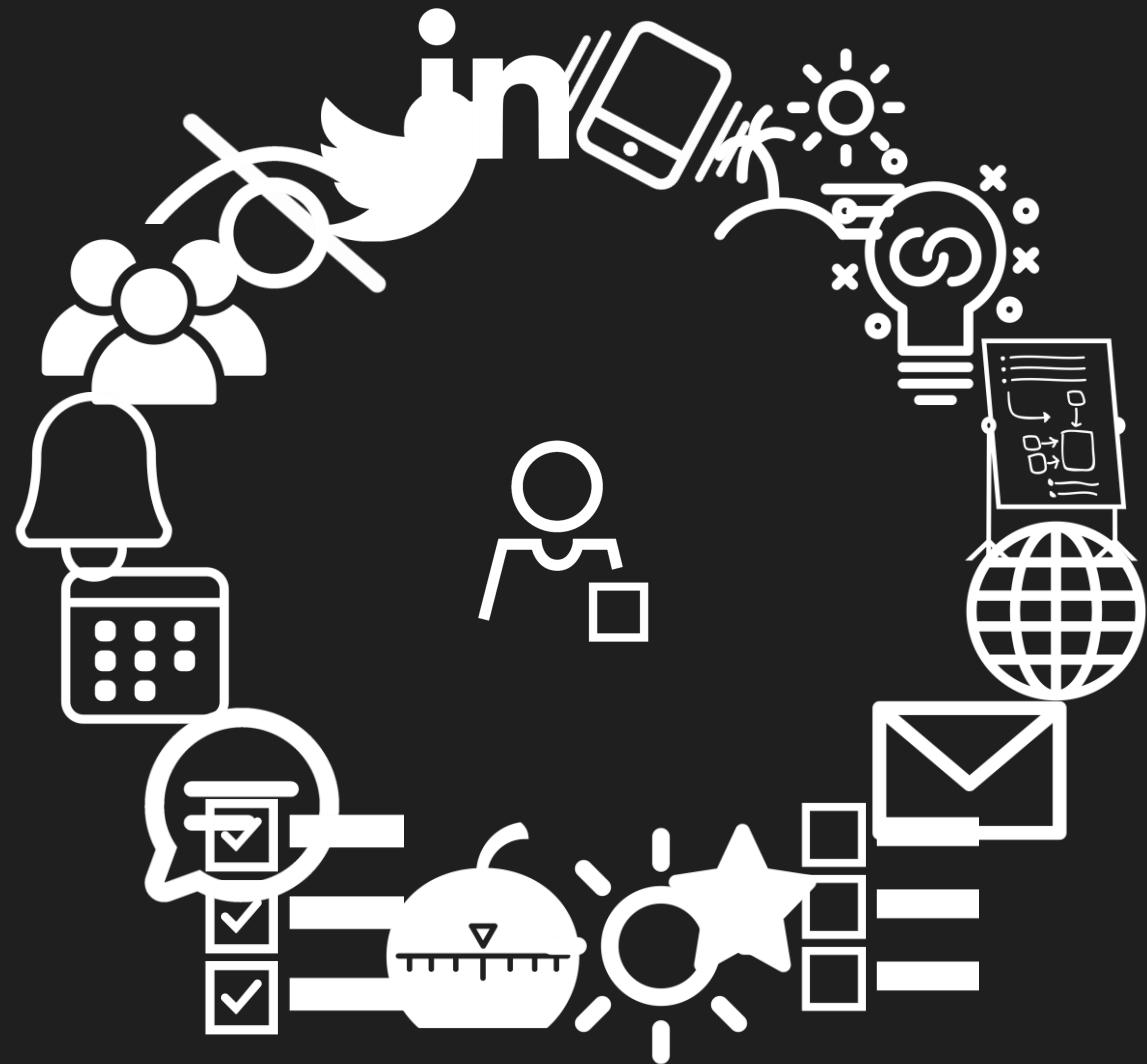
Working smart in Microsoft 365



Digital Wellbeing



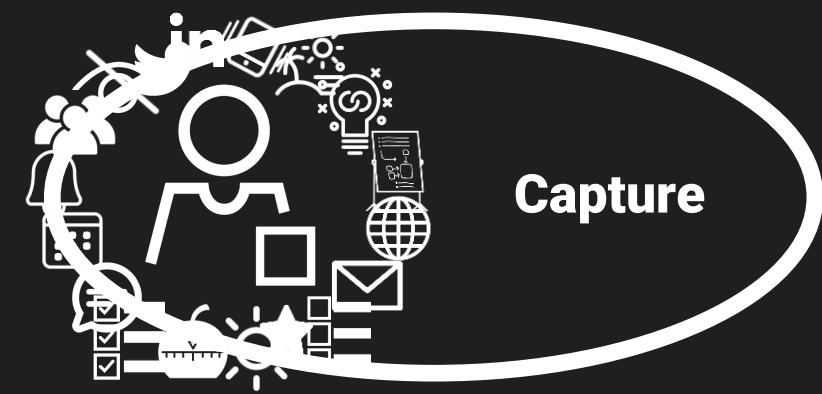
Digital
Wellbeing

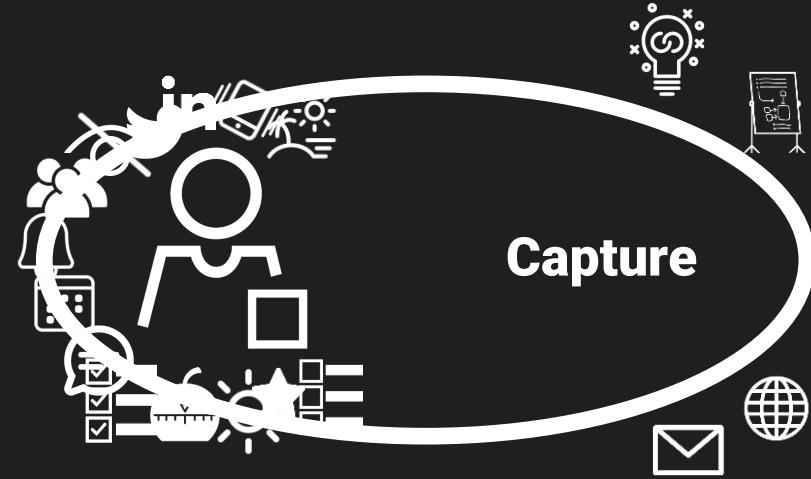


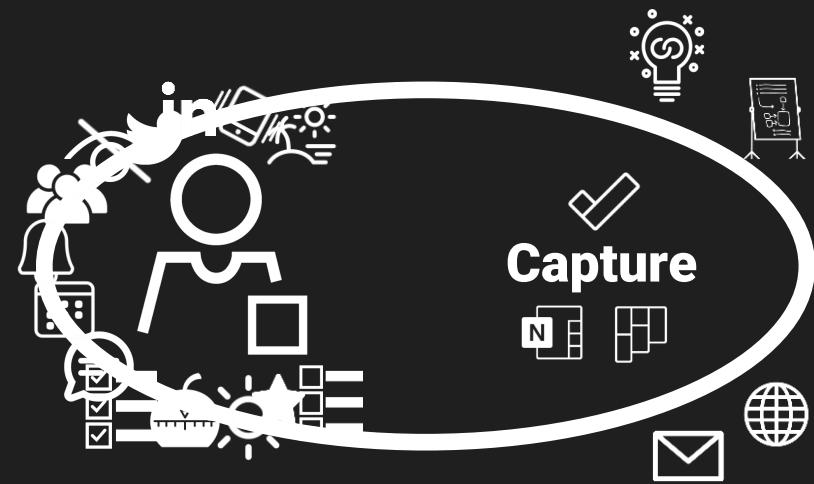


@StaleHansen











@StaleHansen





Capture



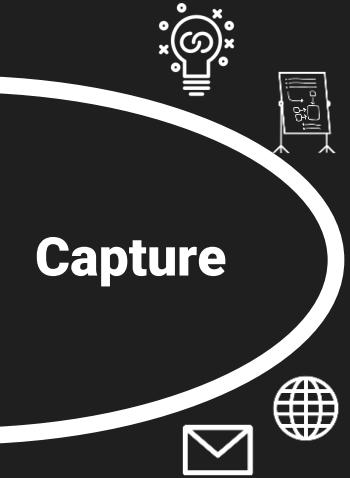


Personal tasks



Capture





Capture



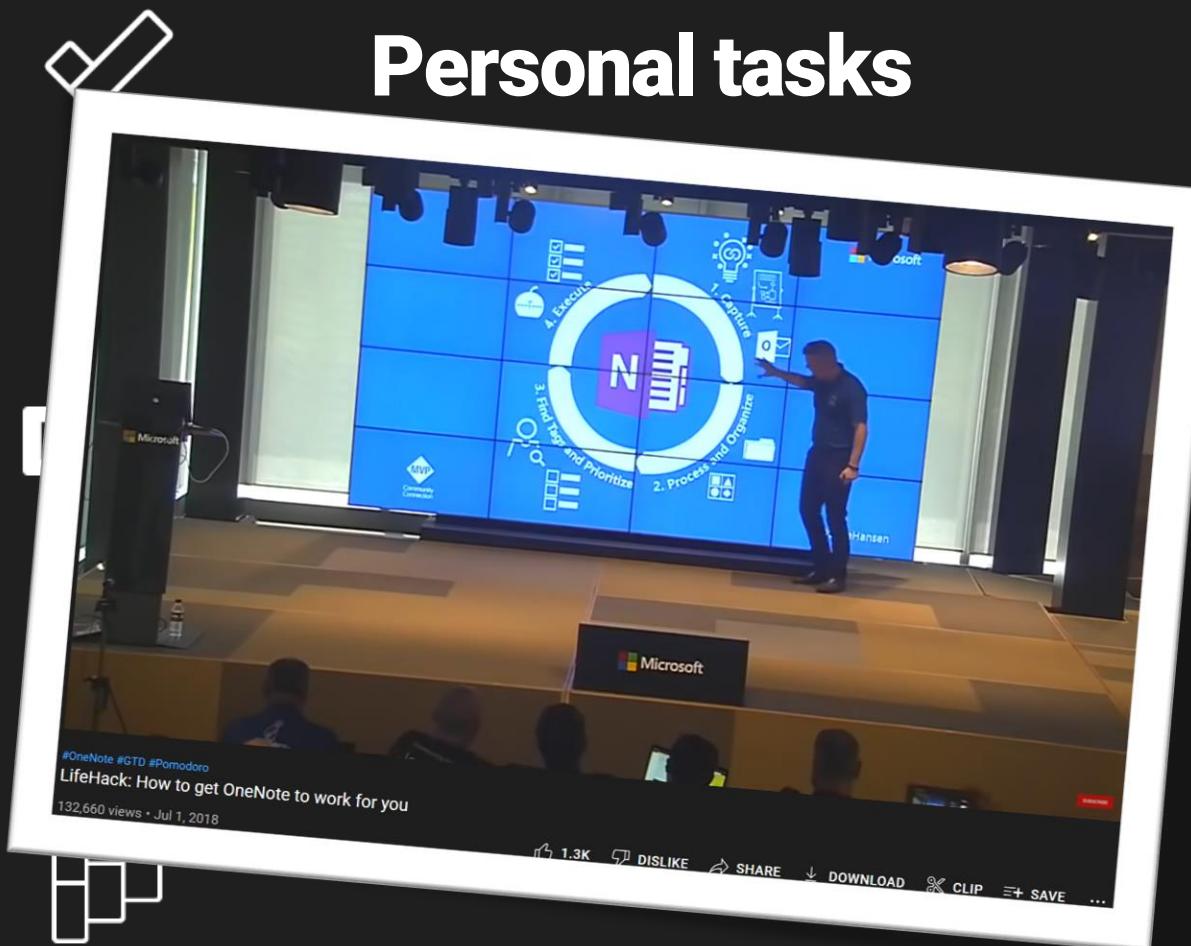
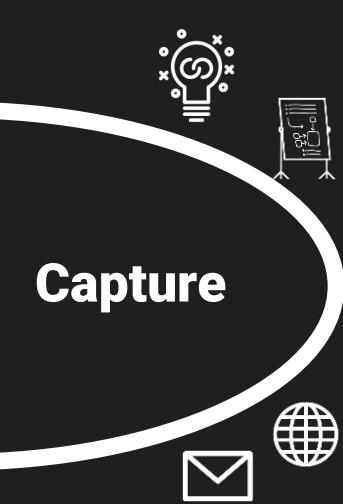
Personal tasks

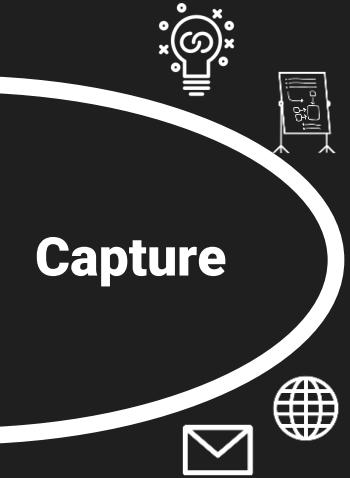


A notetaking tool



Personal tasks





Capture



Personal tasks



A notetaking tool





Capture



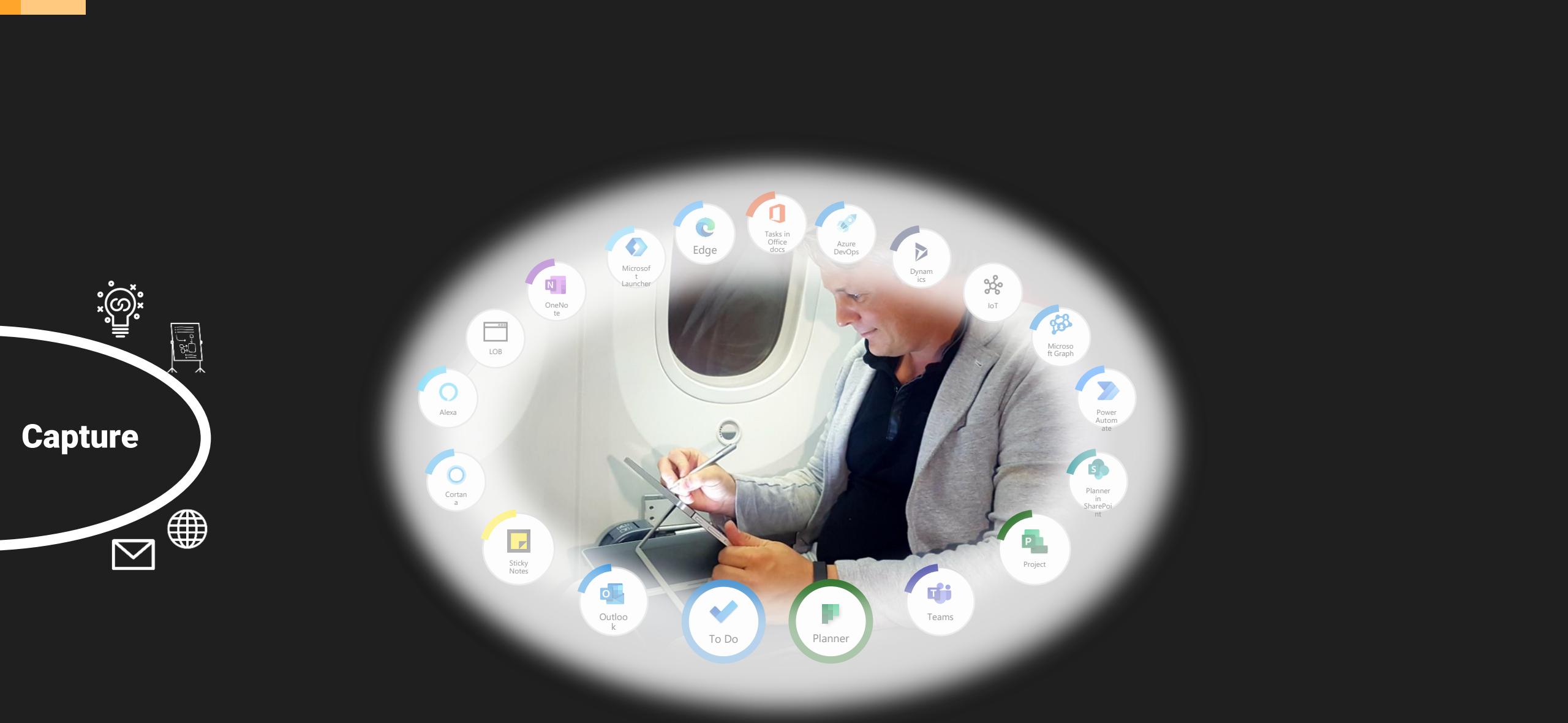
Personal tasks



A notetaking tool

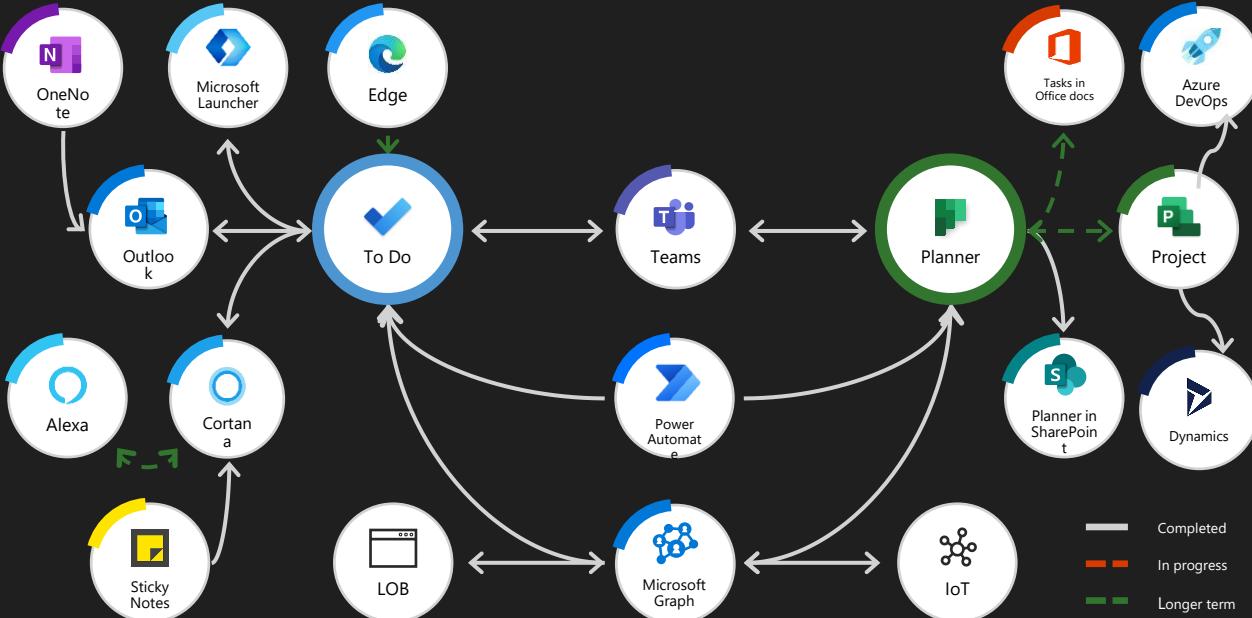


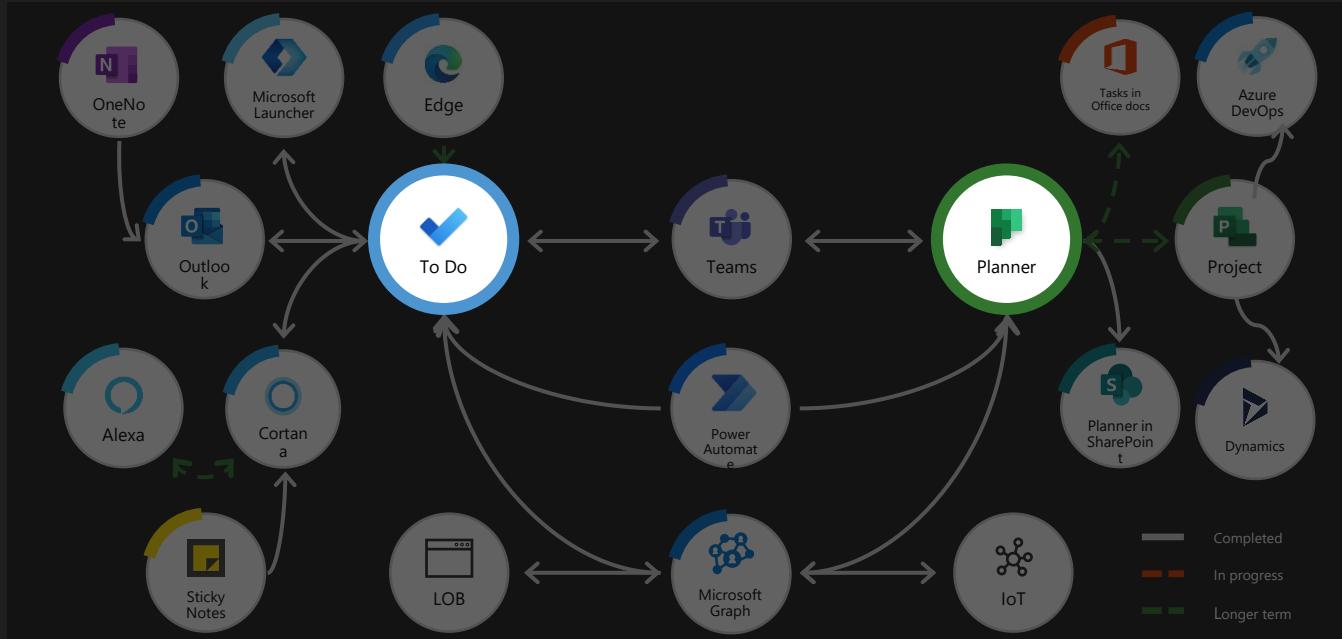
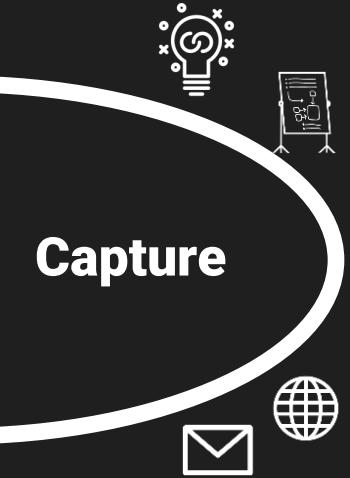
Group tasks

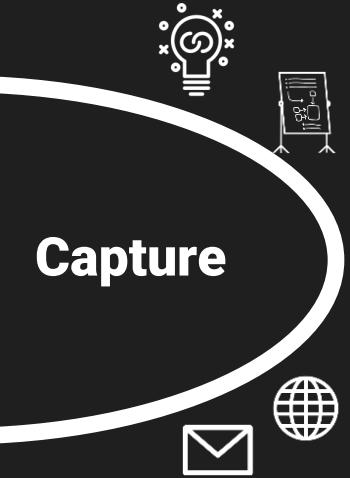


@StaleHansen









Capture



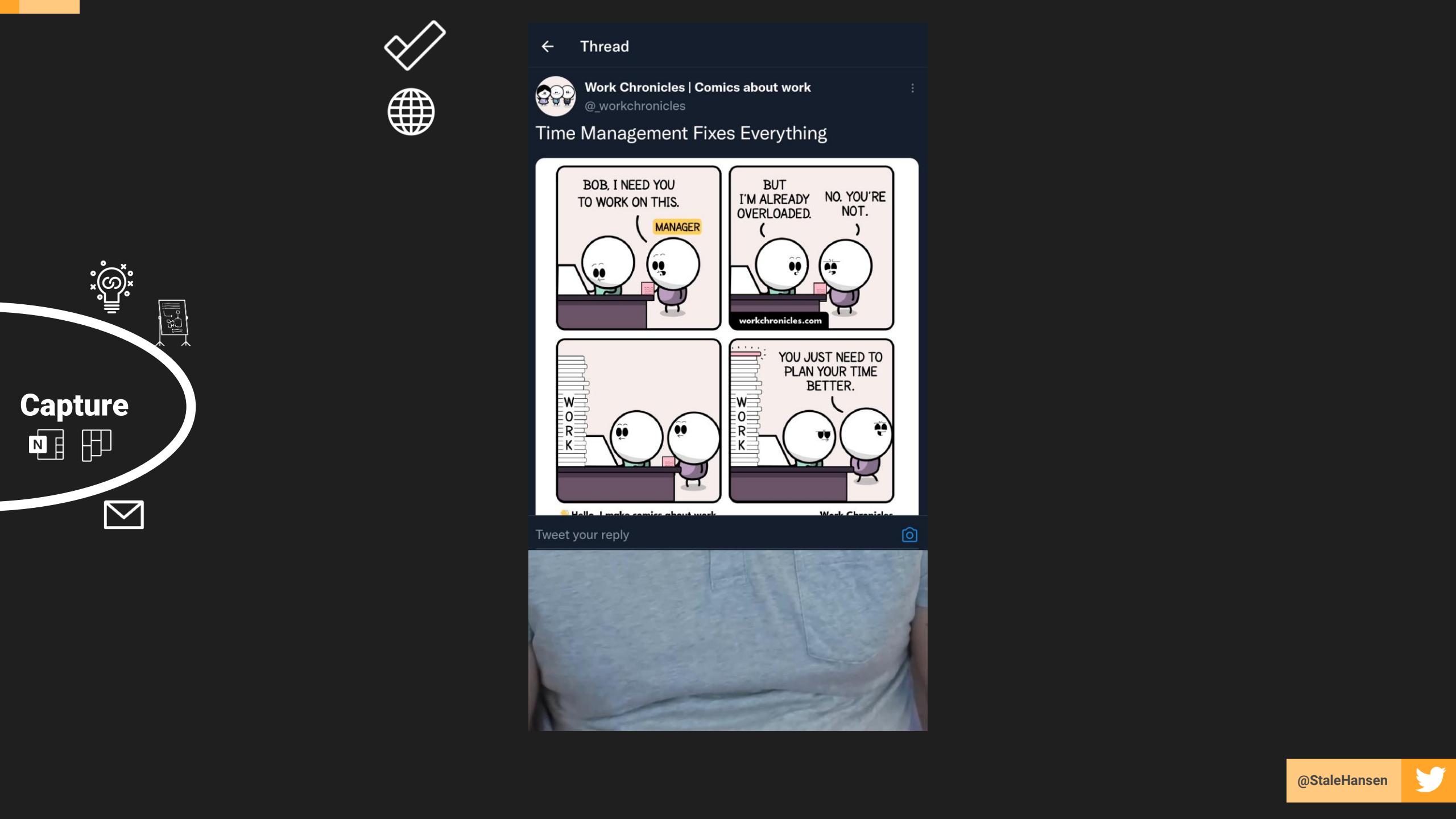
Personal tasks



A notetaking tool



Group tasks



@StaleHansen





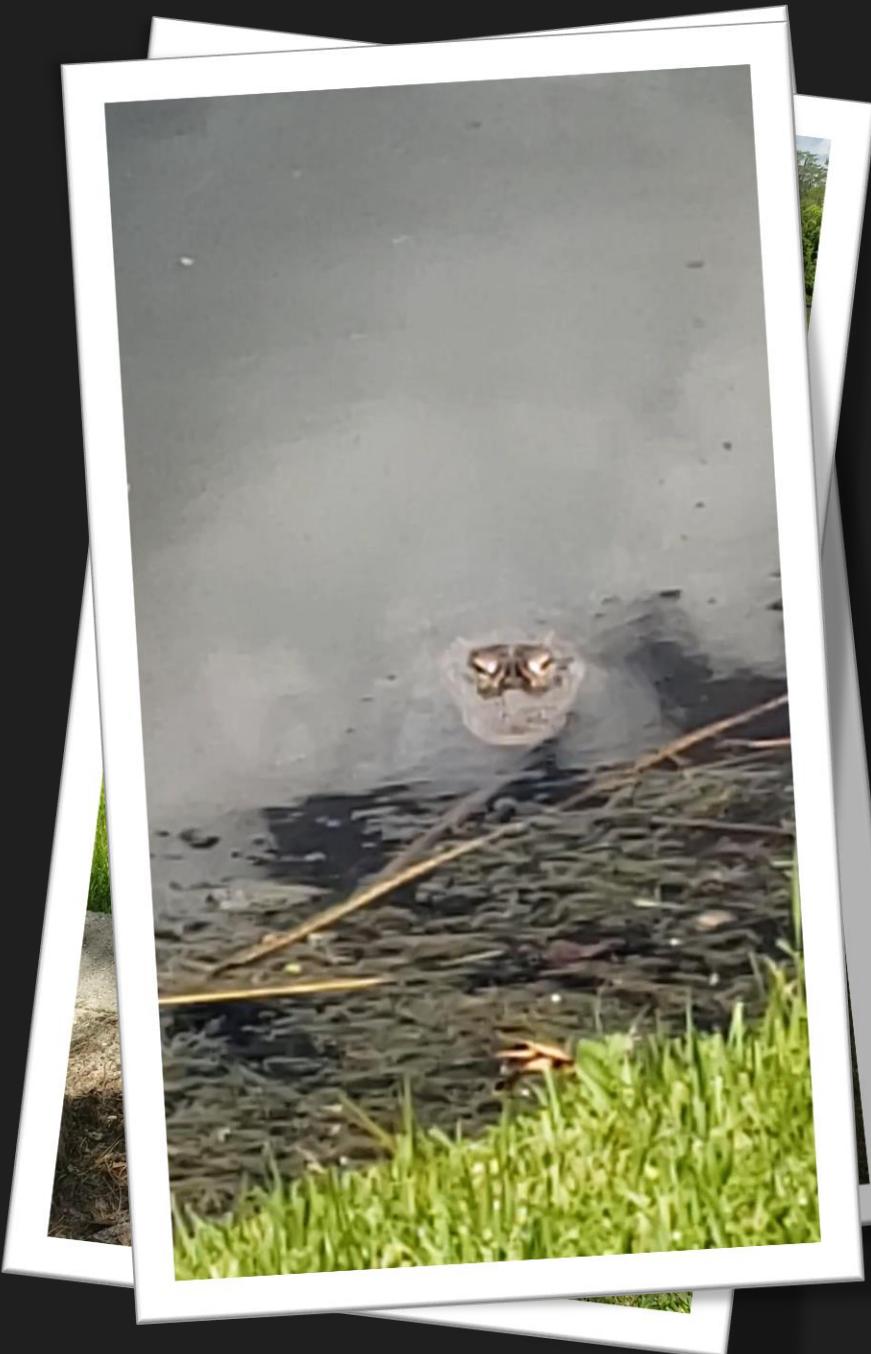
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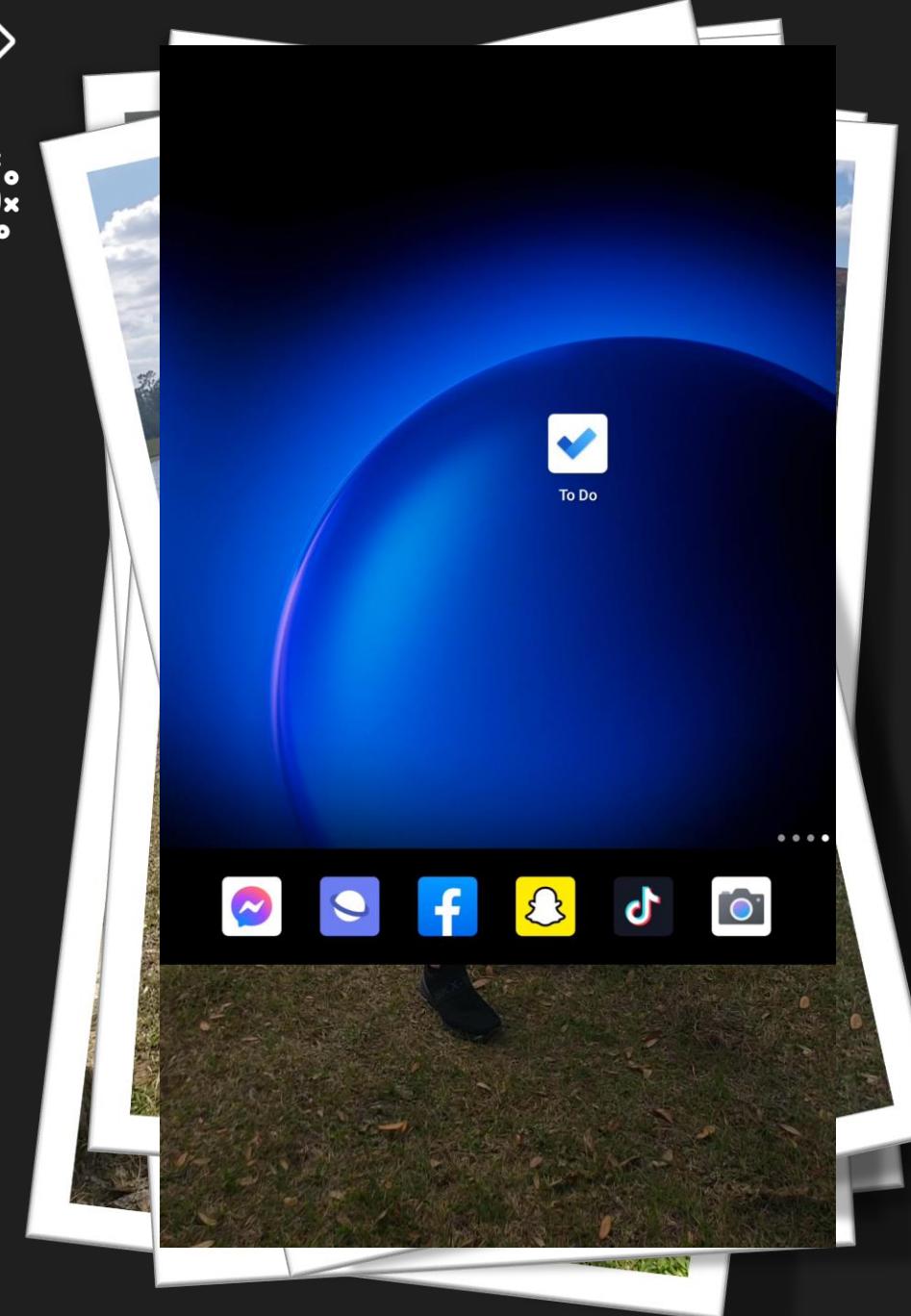
@StaleHansen





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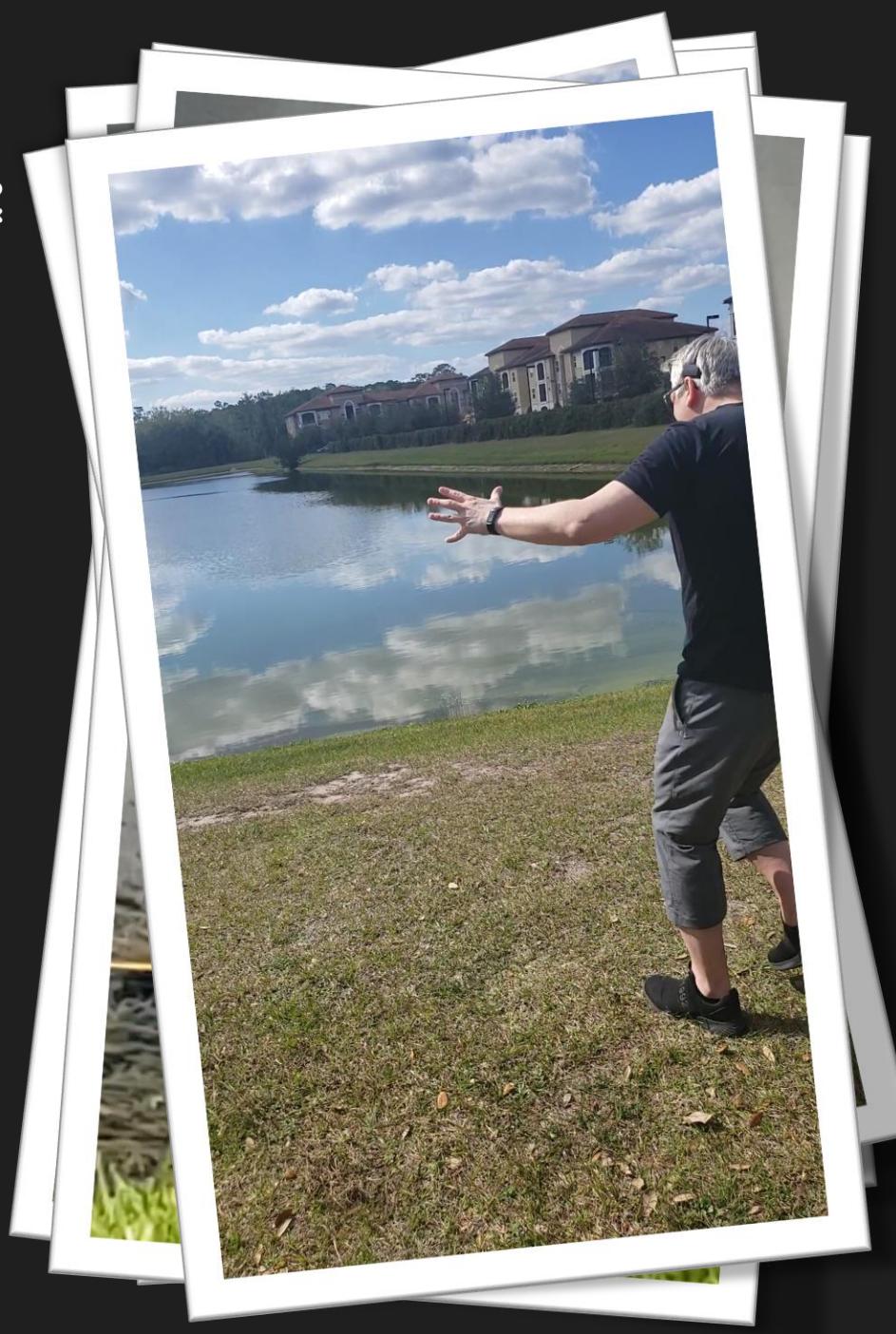
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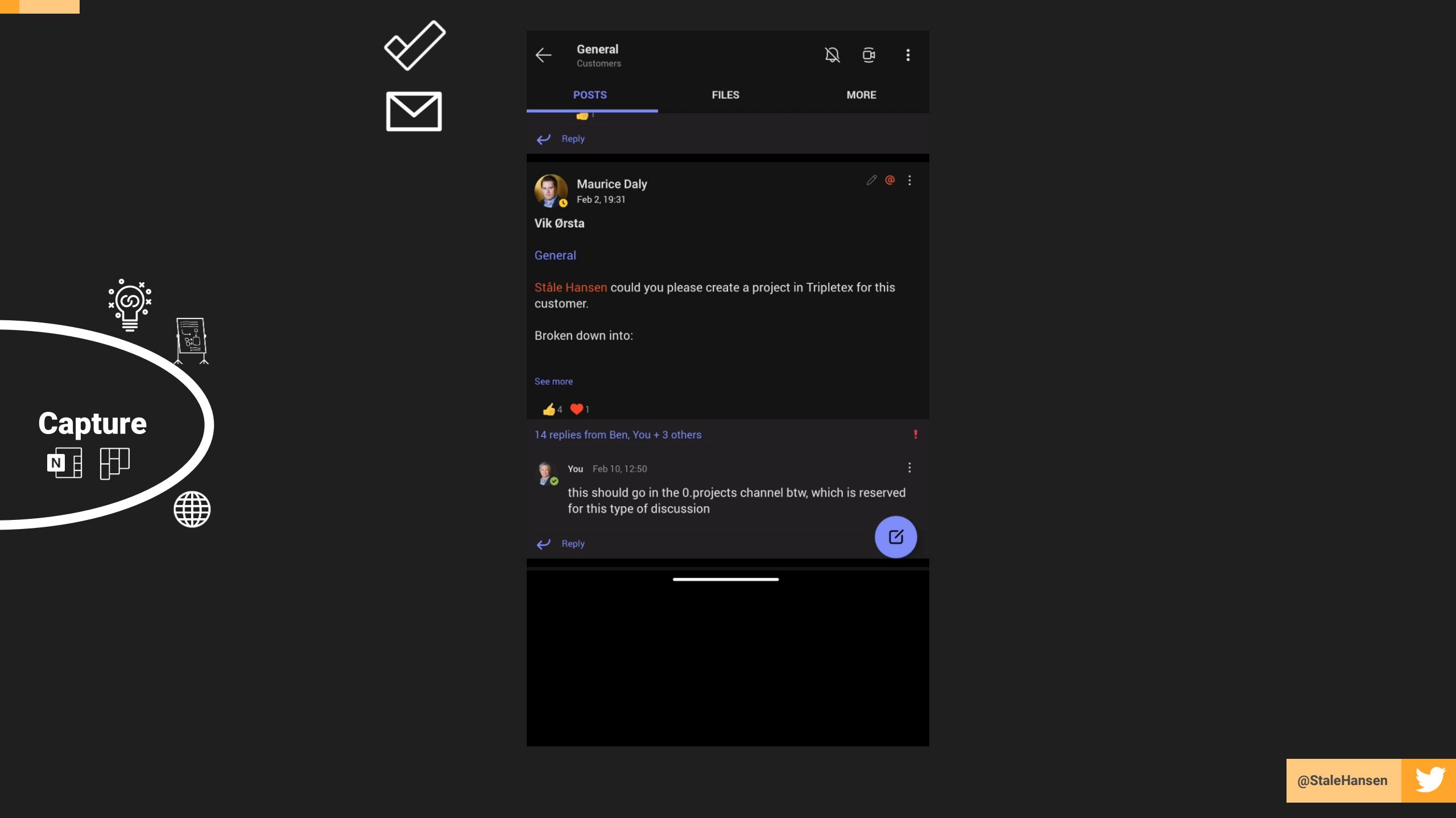
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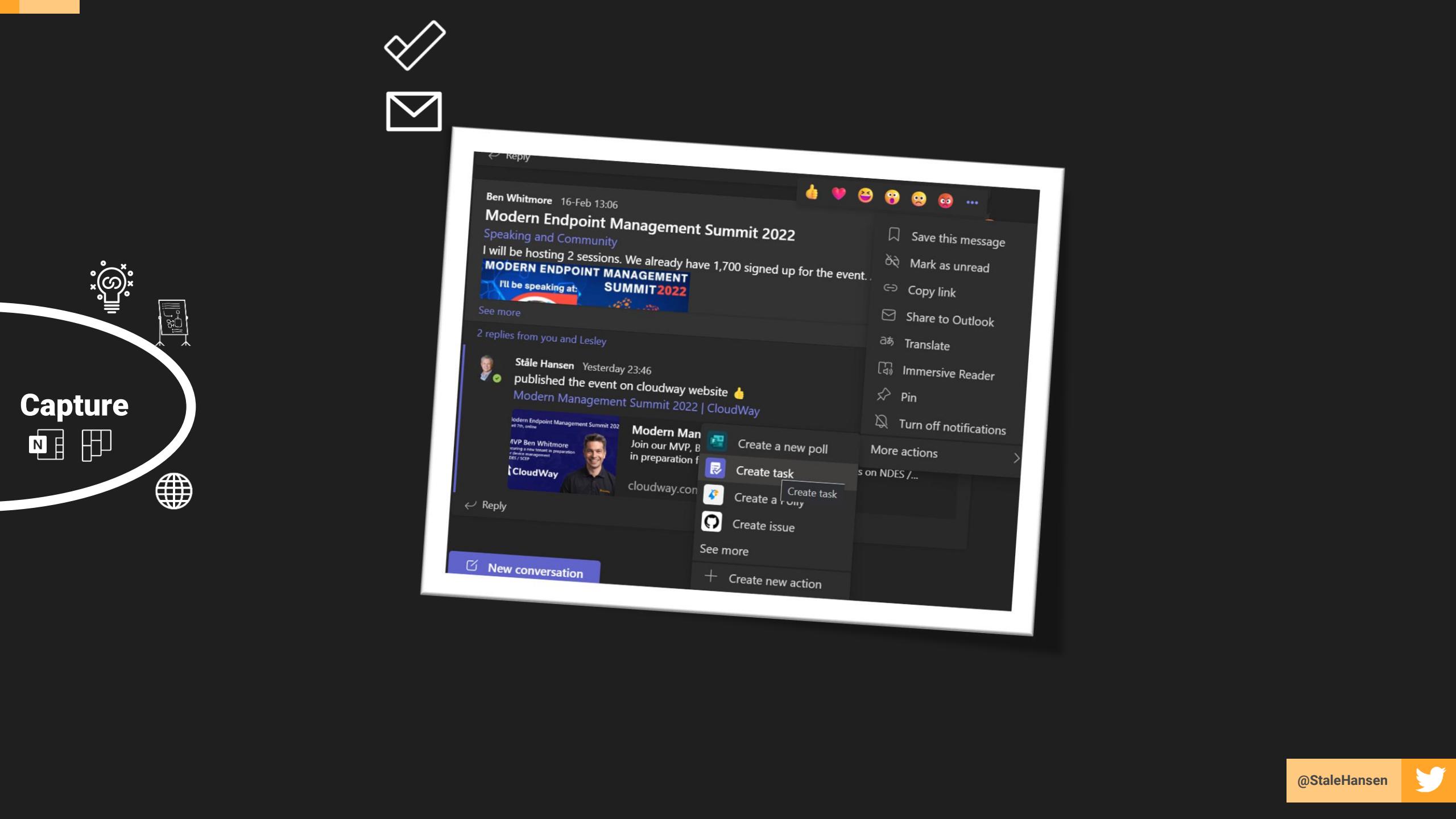
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@StaleHansen





Capture



Ståle Hansen stale.hansen@cloudway.no

Search

My Day 126

Important 135

Planned 43

Completed 902

Assigned to me 95

Flagged email 1

Tasks 14

Quotes and thinking 42

Current 10

CloudWay 11

Personal 56

Customers 108

ActiveTasks 3

WFH and Viva 32

Viva Ideas 60

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/19:07801ef7db294f60a7c28e89a30708c3@thread.skype/1645013219617?tenantId=d99c3e0a-5a04-4bda-95a1-dac024b731ee&groupId=f56777ab-4f0-434b-830f-d1ad53395b0e&parentMessageId=1645013219617>

Created a few moments ago





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/>

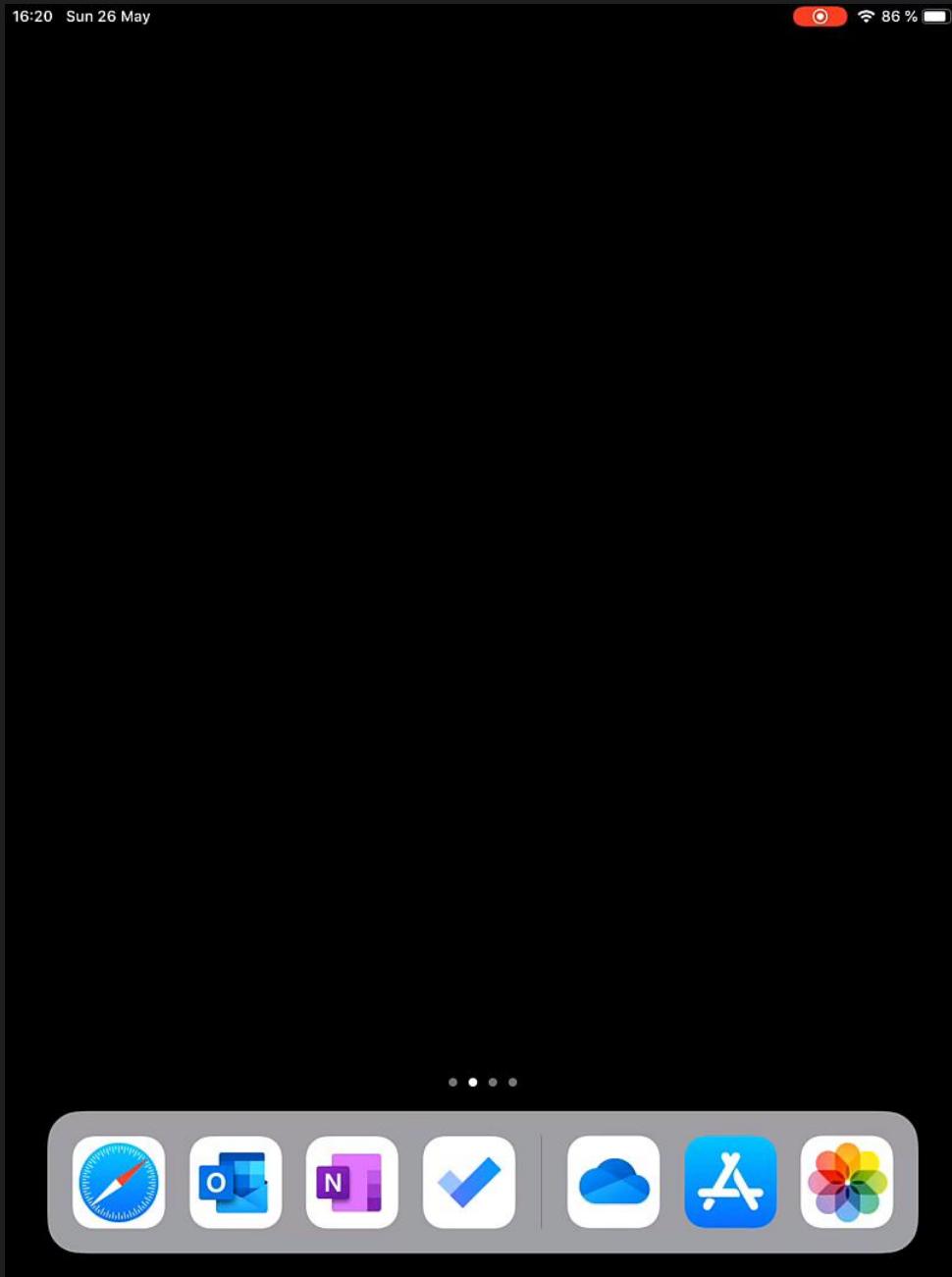
Get [Outlook for iOS](#)

...

Reply to All

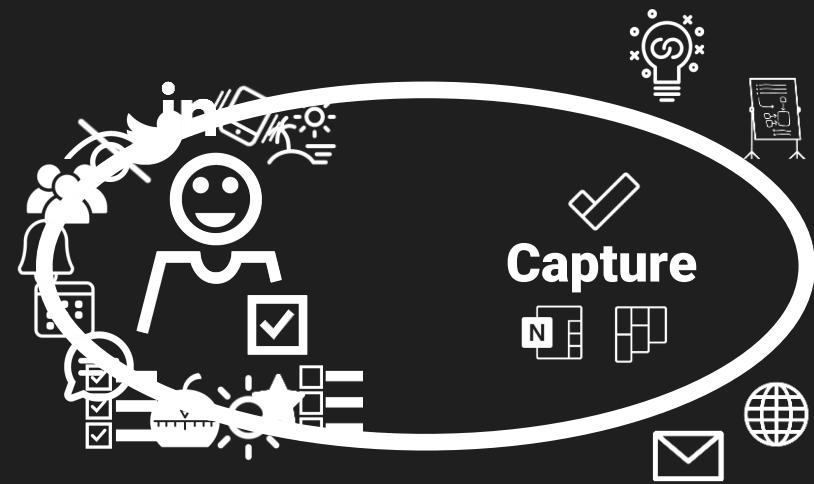
26

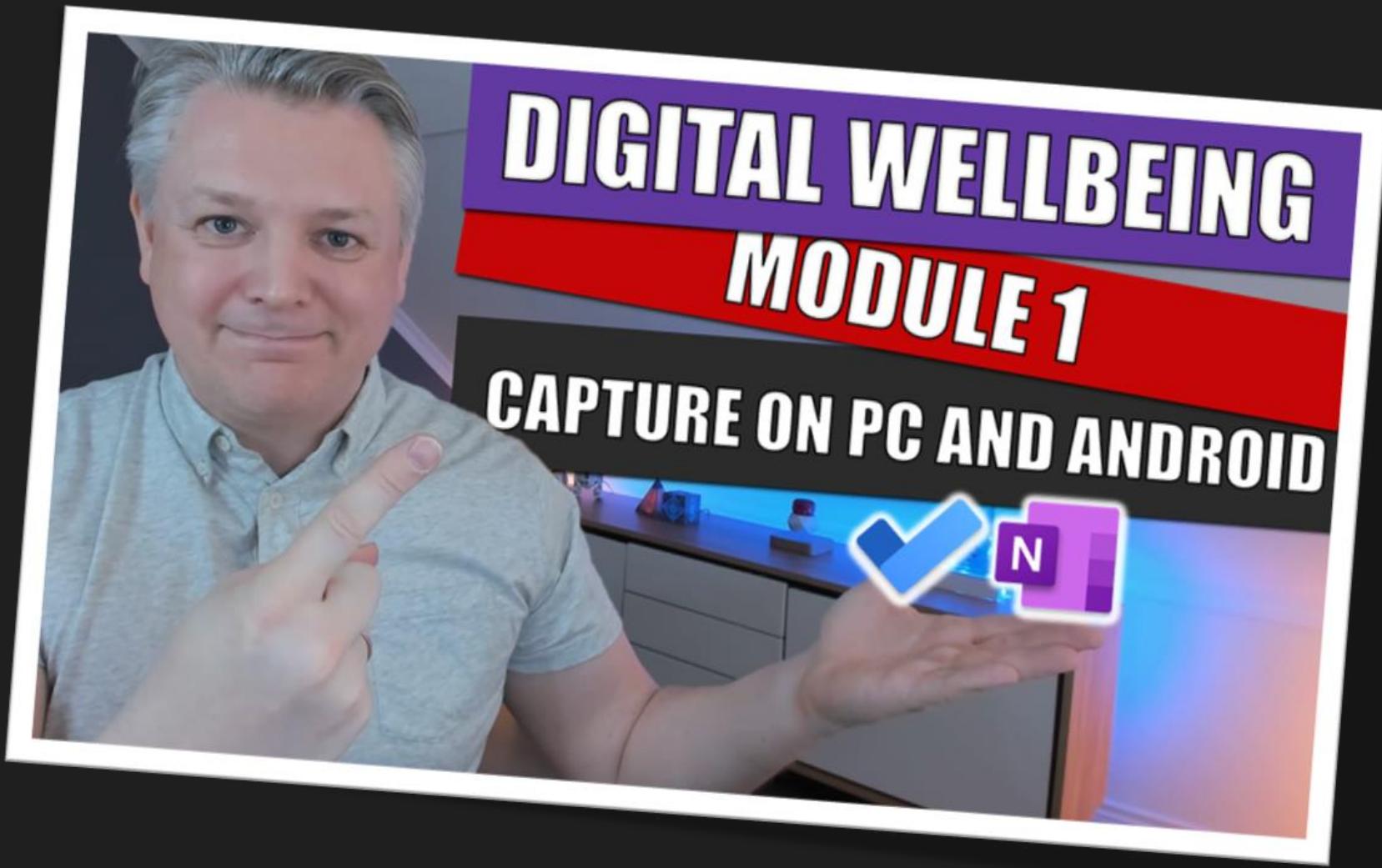




@StaleHansen



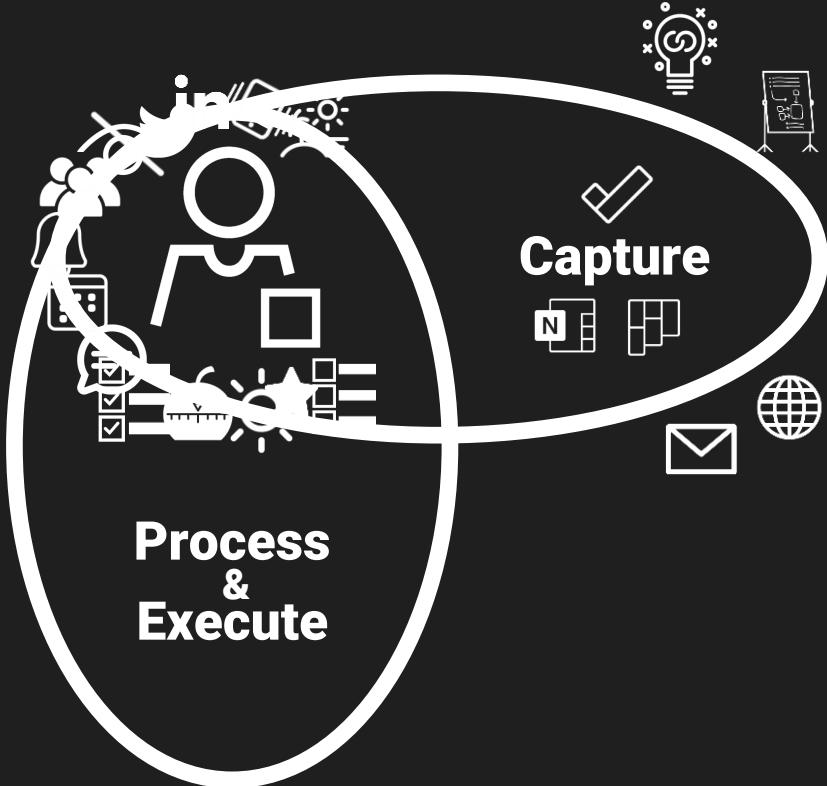


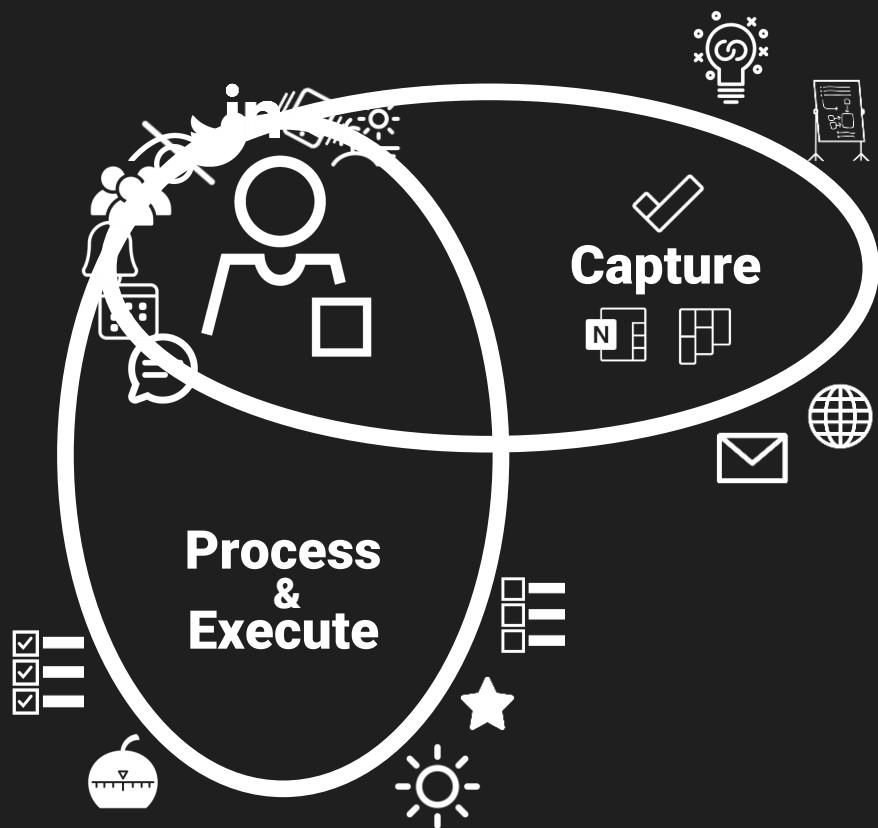


<https://YouTube.com/StaleHansen>

@StaleHansen











Process & Execute



Microsoft To Do

My Buddy
my.buddy@cloudway.no

Search

- My Day
- Important
- Assigned to me
- Flagged email

Tasks 13

Work

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

Private

New list

Completed 7

Add a task

Tasks

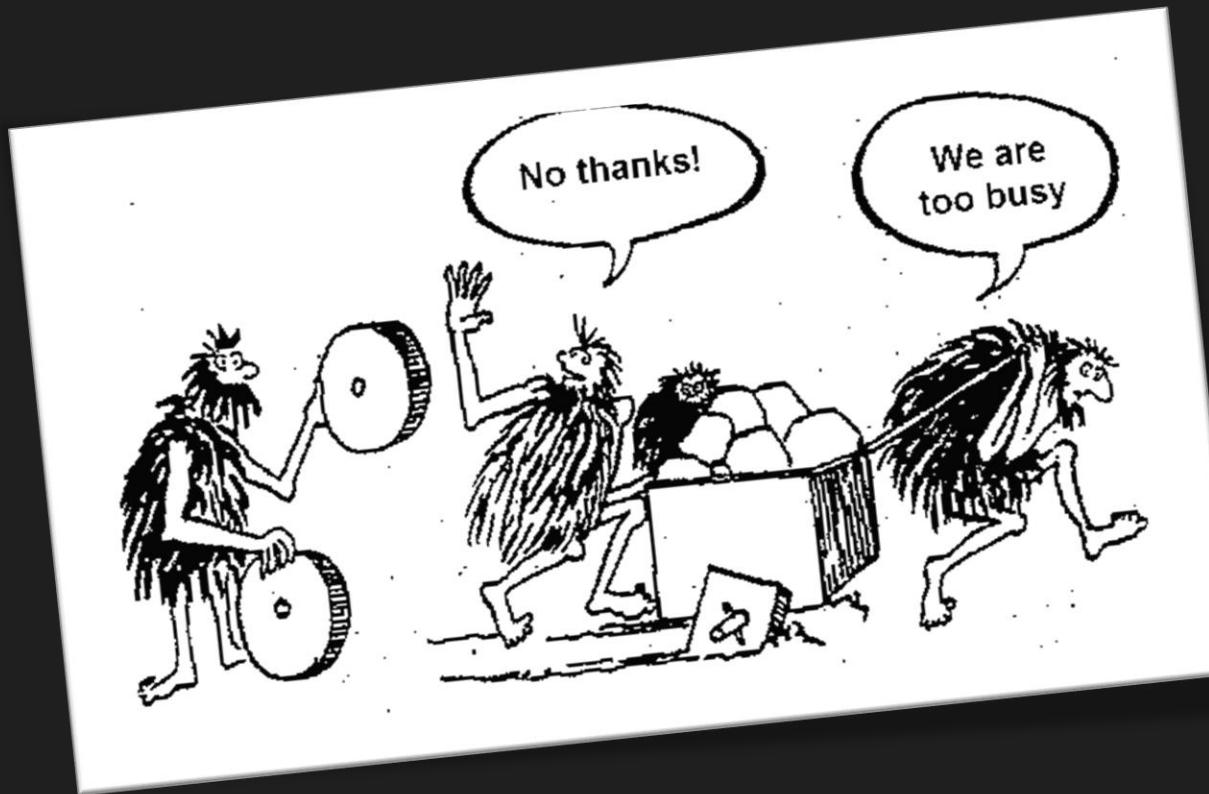
- wellness over work
- Microsoft 365 project
Message
- Another meeting that could have been an email
https://twitter.com/_workchronicles/status/1504027224982409220
- Microsoft Teams Operator Connectio Mobile
- Finish my presentation
- Pomodoro app
Note
- Next Steps design process
Message
- Project X > 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

Sort to lists

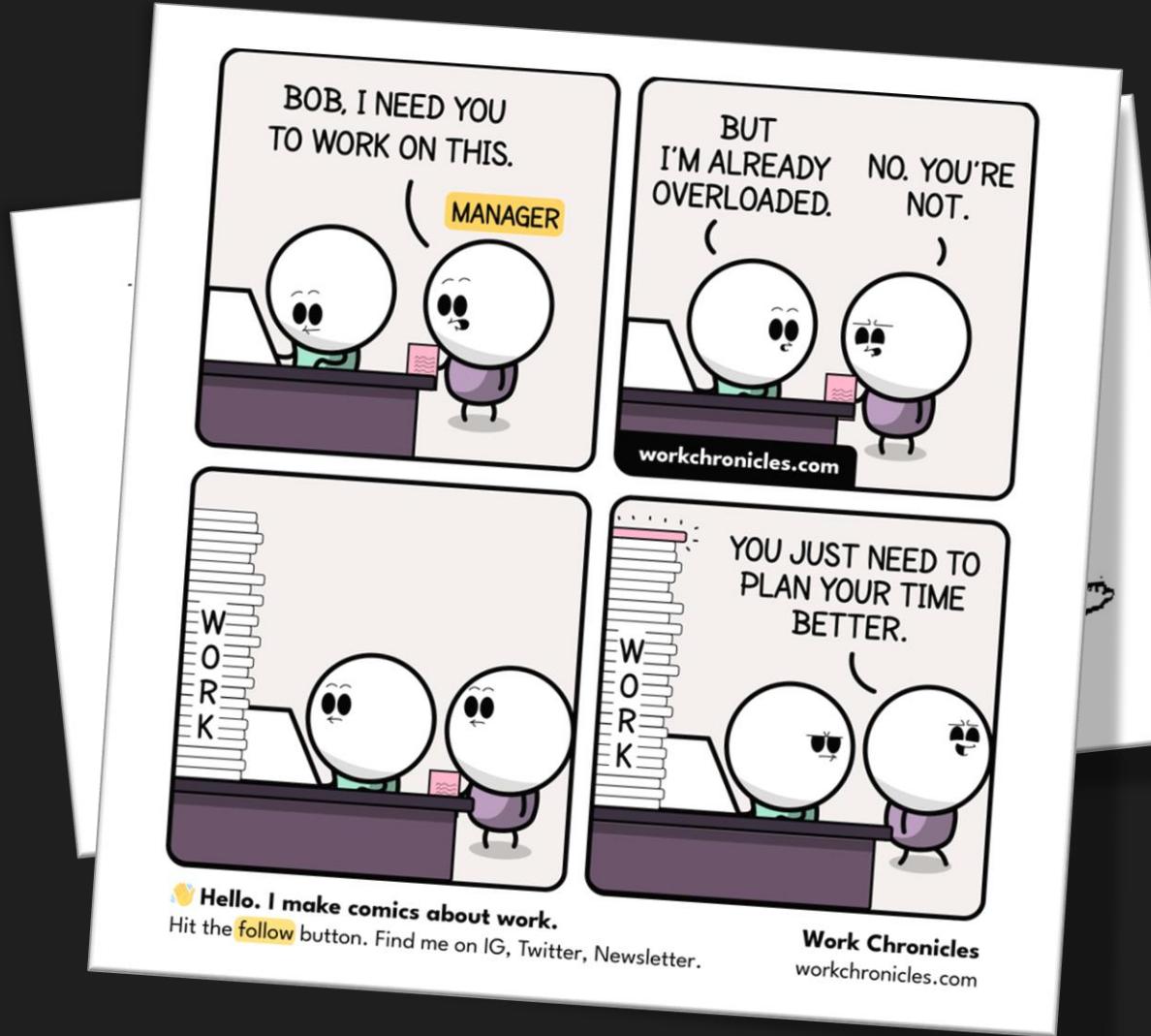
@StaleHansen



Process
&
Execute



Process & Execute



Process & Execute



Reserve time

@StaleHansen



Process & Execute



The screenshot shows the Microsoft Outlook application window. The top menu bar includes File, Home, Send / Receive, Folder, View, Help, and a 'Coming Soon Try it now On' toggle. The ribbon menu has sections for New (Meeting, Now, TeamViewer), Meet Now, New Teams Meeting, Go To, Arrange, Manage Calendars, Groups, and Find. Below the ribbon, the calendar view for Friday, March 18, 2022, is displayed. The weather for Oslo is shown as 8°C/-3°C. The day view shows two green horizontal bars representing 'ToDo' tasks, both spanning from 08:00 to 17:00. A cursor is hovering over the second 'ToDo' task. The bottom status bar indicates 'Items: 2', 'Send/Receive error', 'This folder is up to date.', 'Connected to: Microsoft Exchange', and zoom controls.

Reserve time

@StaleHansen





Process & Execute

Use Focus time

@StaleHansen



Process & Execute

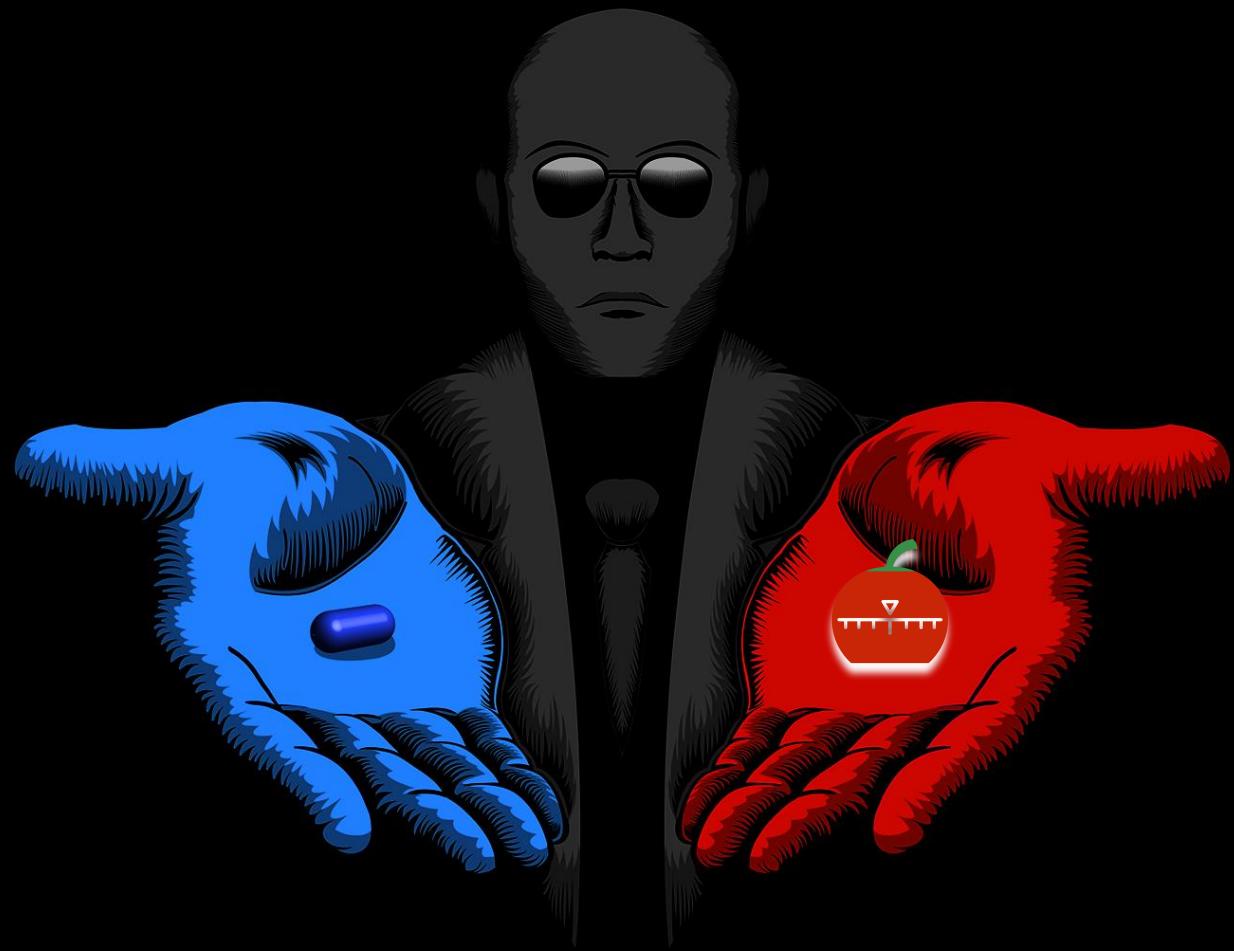


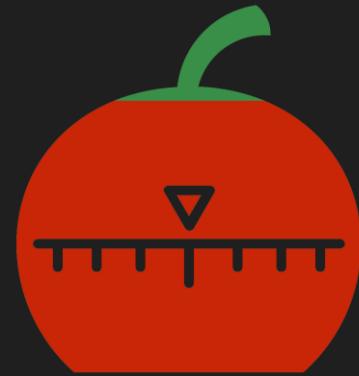
A screenshot of the Microsoft Outlook application window. The title bar shows "Search" and the "Home" tab is selected. The ribbon menu includes "File", "Home", "Send / Receive", "Folder", "View", and "Help". A "Coming Soon" button with "Try it now" and "On" is visible. The main area displays a calendar for Friday, March 18, 2022, in Oslo. The day starts at 08:00 with a green horizontal bar labeled "Focus time". The weather forecast for Oslo is 8°C/-3°C. The bottom status bar shows "Items: 1", "Send/Receive error", "This folder is up to date.", "Connected to: Microsoft Exchange", and zoom controls.

At least plan end of Friday

@StaleHansen

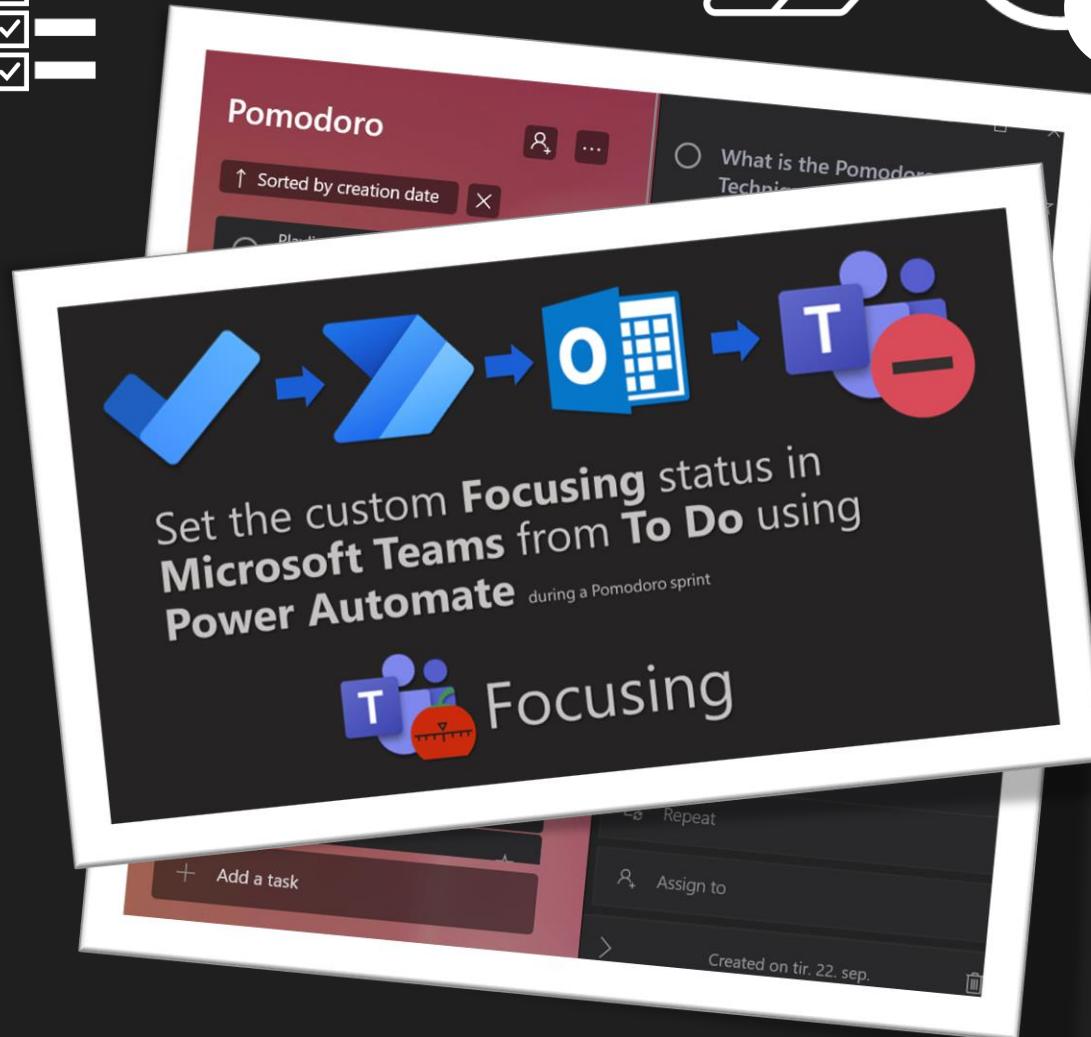






The **Pomodoro** Technique
Induce the **Flow State**
10-25 minutes intervals
and keep going

Process & Execute



Process & Execute



 **Process
&
Execute**

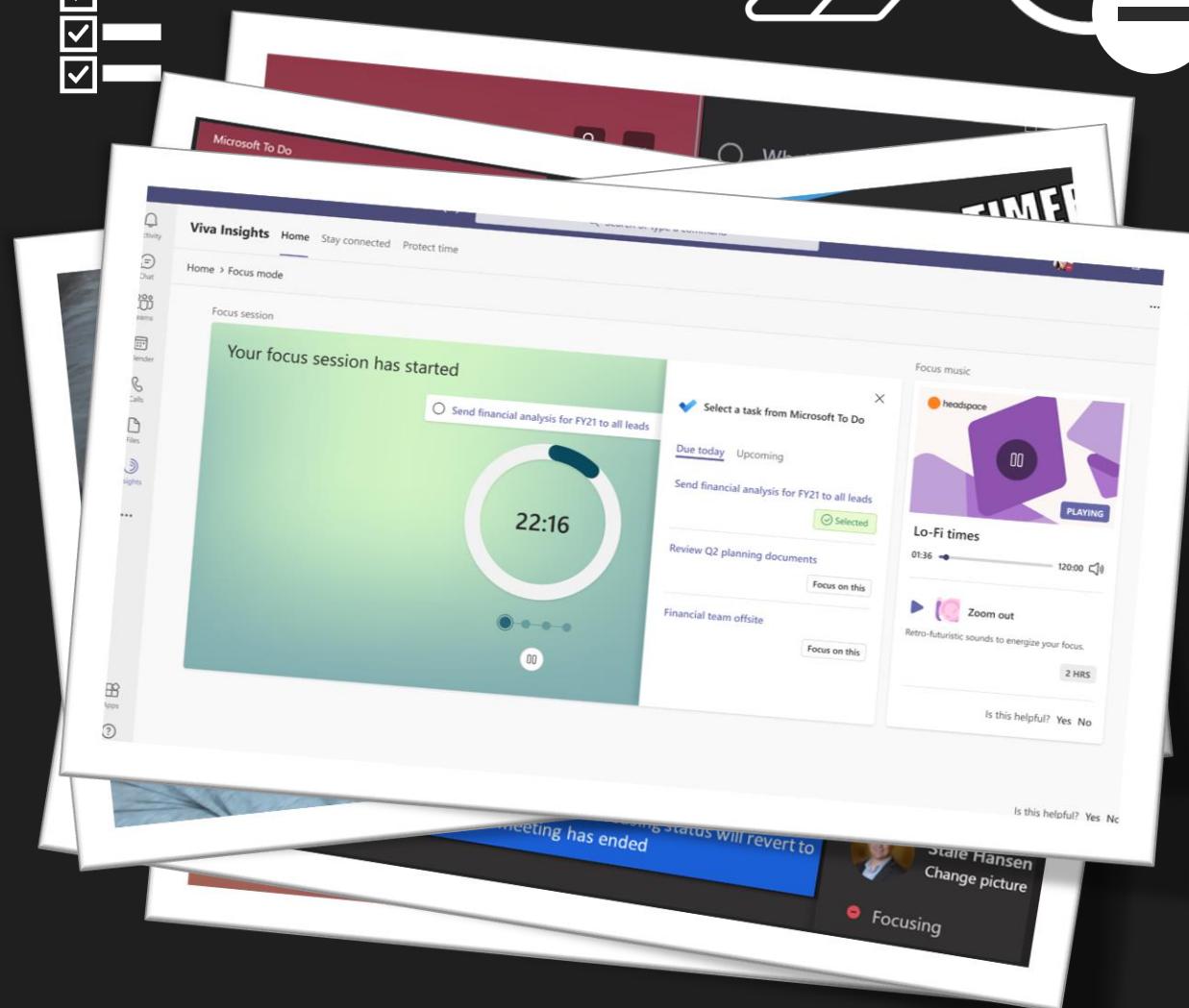


<https://YouTube.com/StaleHansen>

@StaleHansen



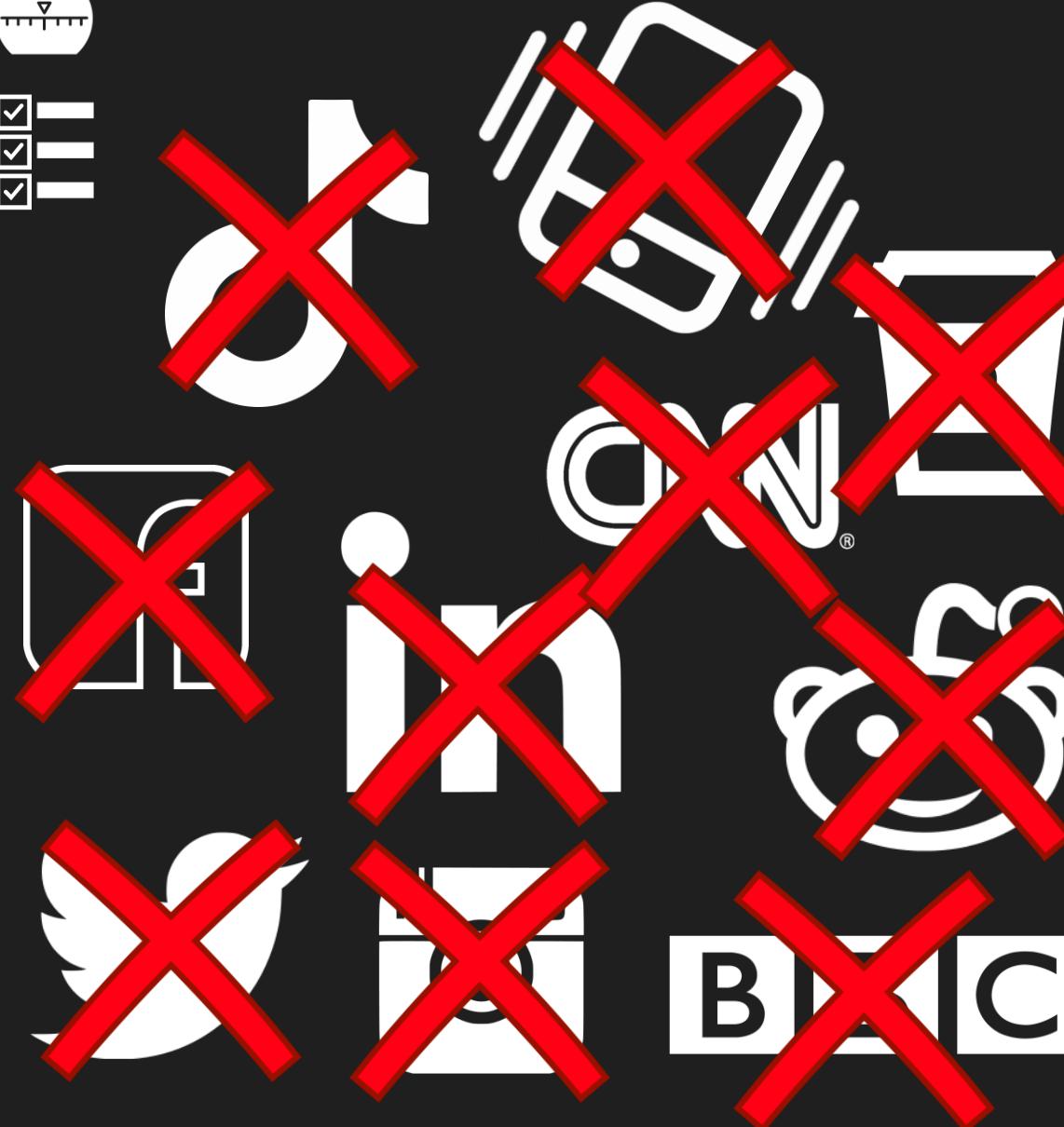
Process & Execute



Process
&
Execute



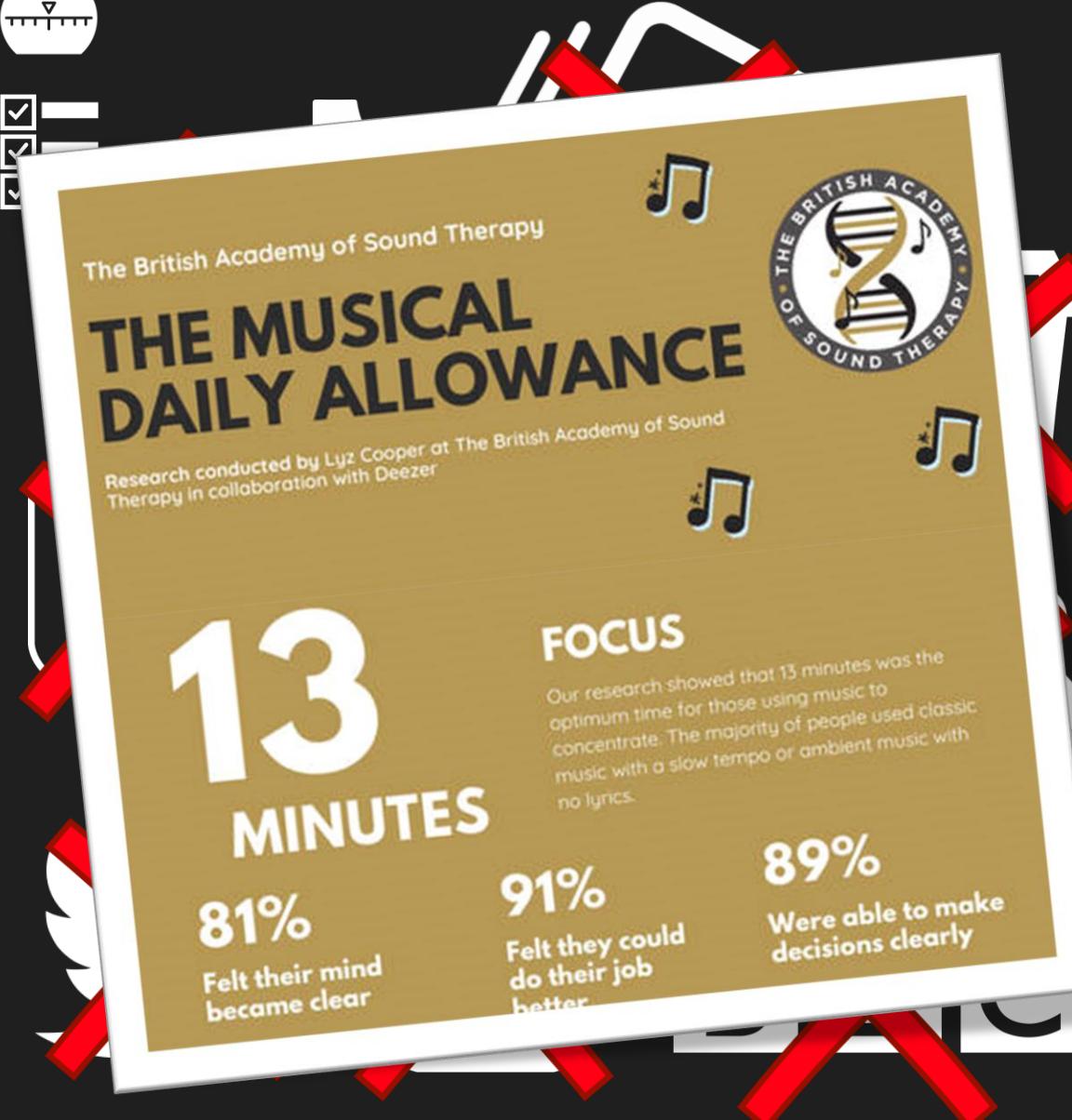
Process
&
Execute



You are your worst enemy

@StaleHansen





Process & Execute



Process & Execute



PLAYLIST

WalserSpiral for focus work

This is the playlist that I use during my Pomodoro sprints to reach the flow state, deep work and focus on a single task. Watch my YouTube series on Pomodoro: <https://youtube.com/playlist?list=PL6SeshpCxLFFq7Kltm61s6lVh4hjuFO>

Ståle Hansen • 44 likes • 26 songs, 1 hr 46 min

#	TITLE	ALBUM	DATE ADDED	Duration	
1	Made of Water	Thomas Bergersen	Humanity - Chapter IV	Sep 8, 2021	5:49
2	The Imitation Game	Alexandre Desplat, London Symphony Or...	The Imitation Game (Original Mot...	Jan 18, 2021	2:37
3	The Day That Wasn't	Jeff Russo	The Umbrella Academy (Original ...	Jul 11, 2020	3:24
4	Prologue	Colin Frake On Fire Mountain	Feb 1, 2019	3:11	

81%
Felt their mind became clear
do their job better

<https://open.spotify.com/playlist/287V0CPCyIQf37yAb3v8vK?si=9bd9f4adb2304a1d>

@StaleHansen



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
- 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 -

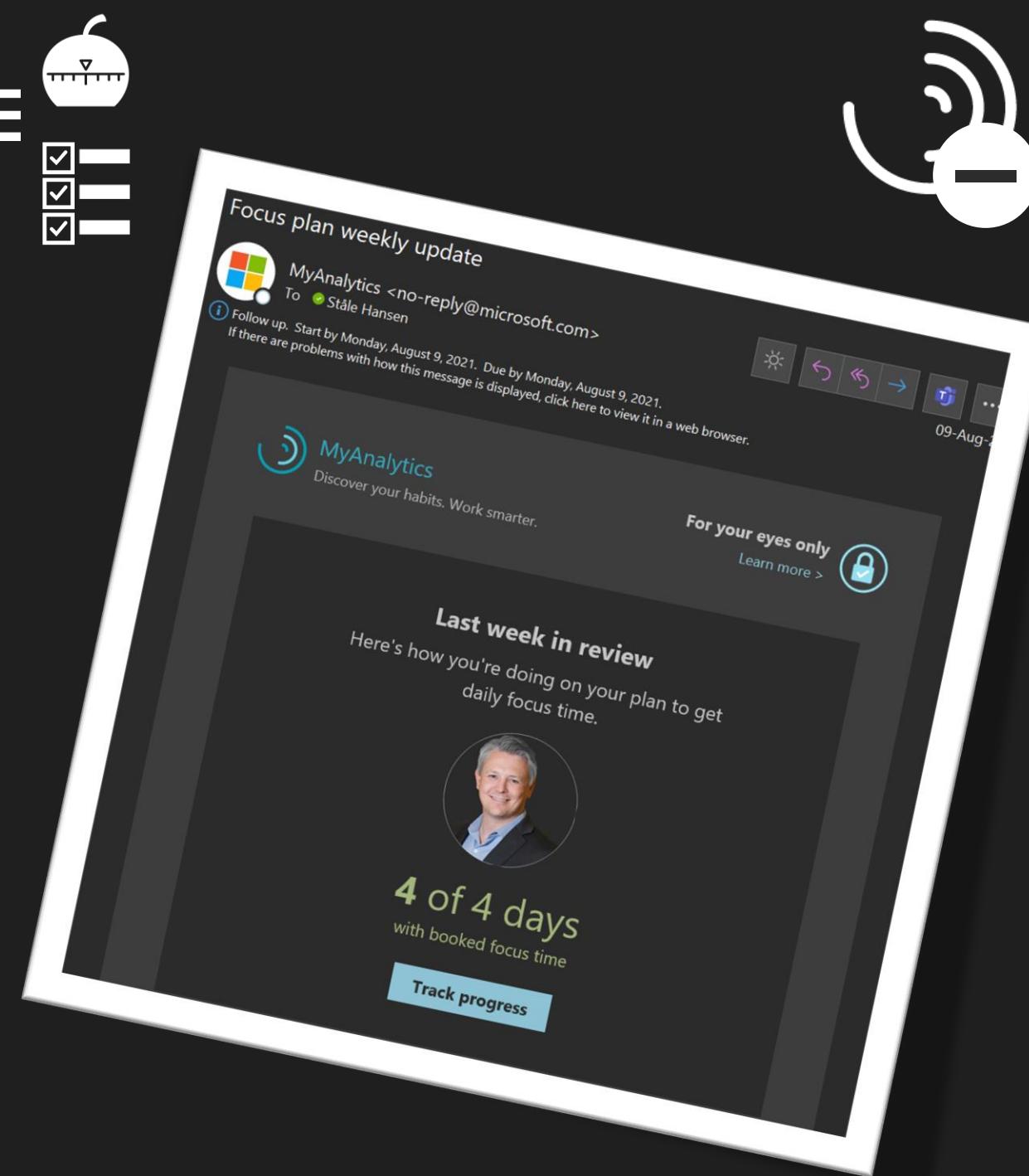
Add a task

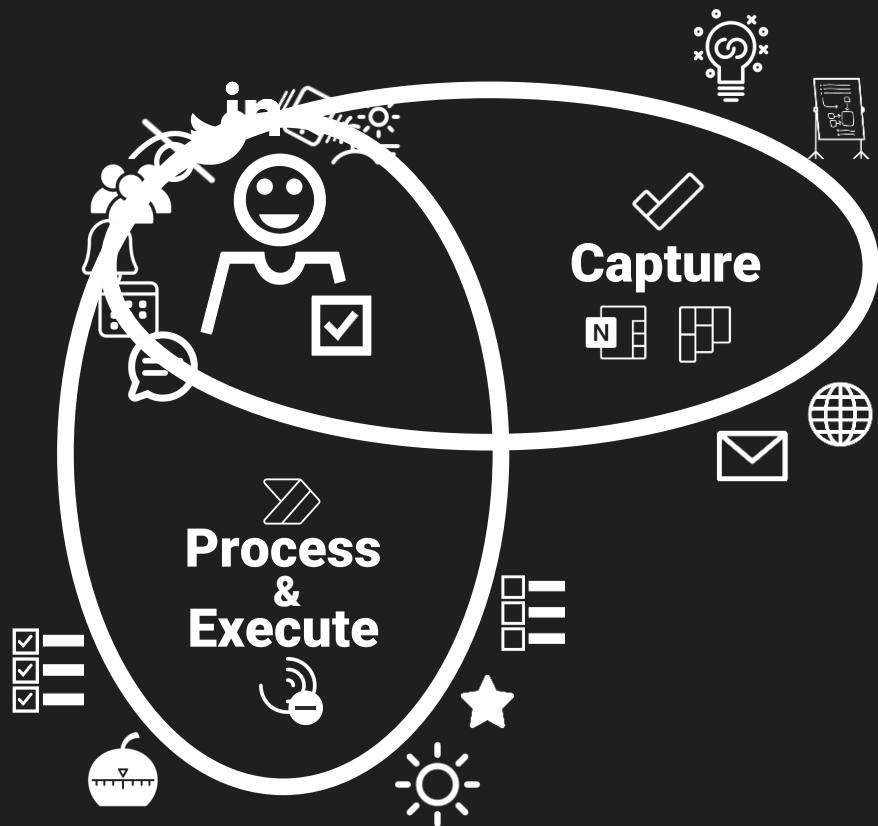
Complete tasks

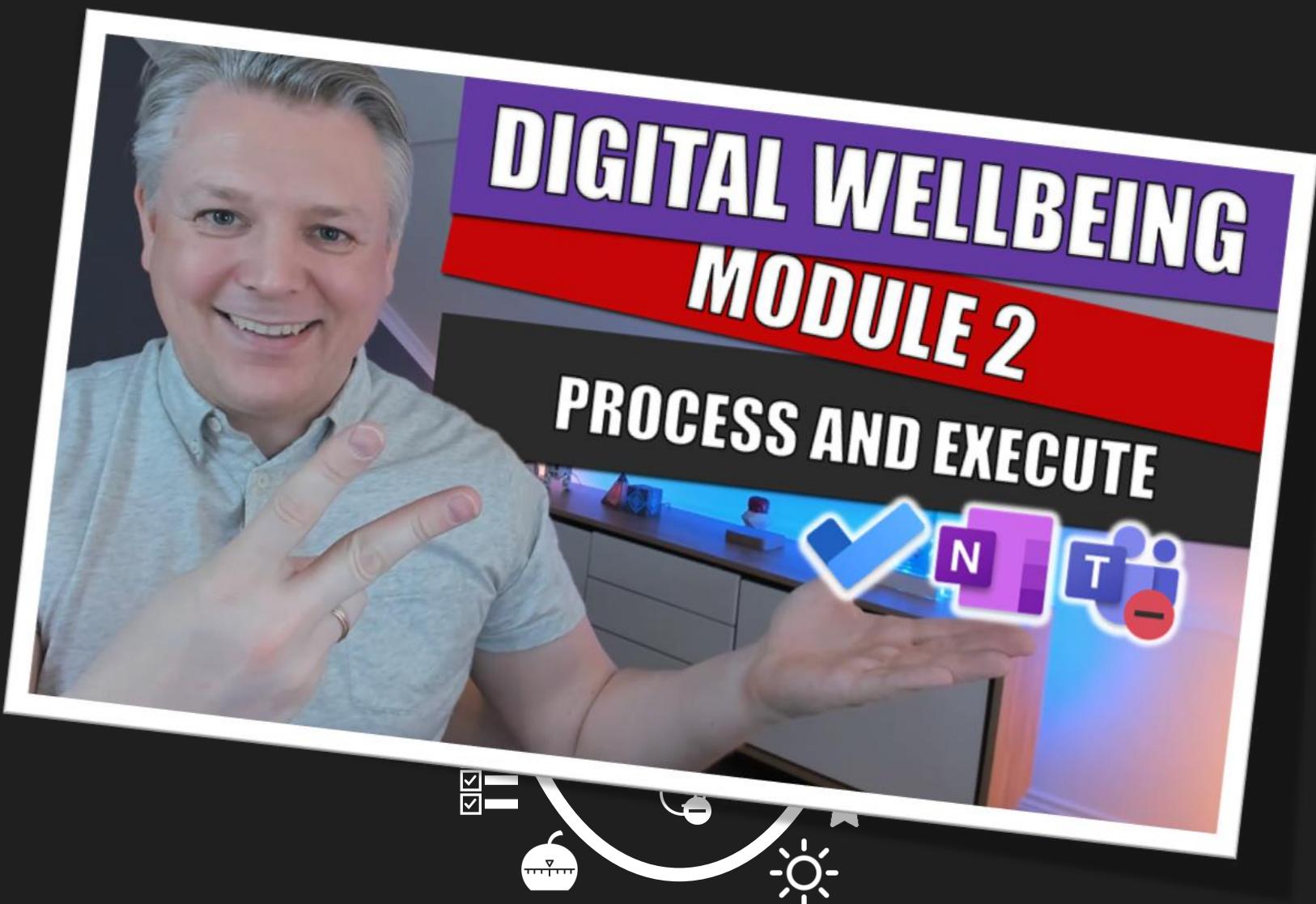
@StaleHansen



Process & Execute



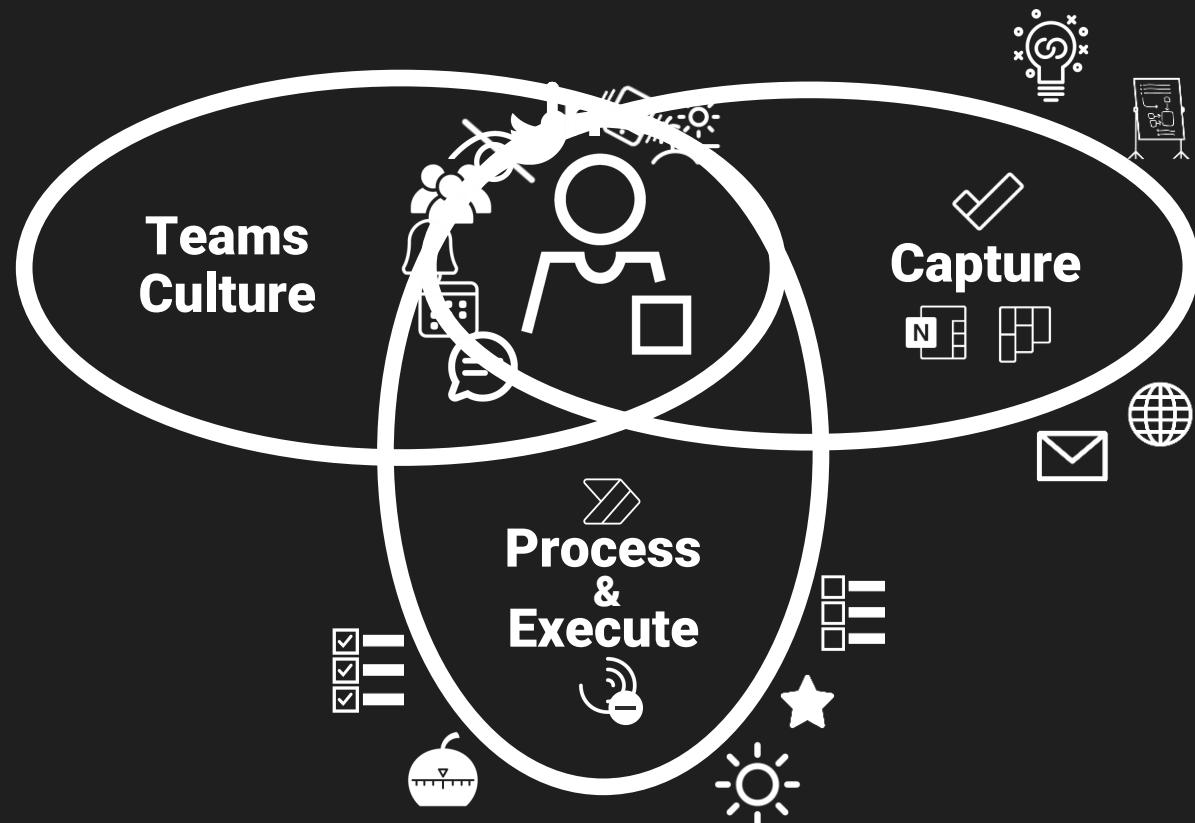


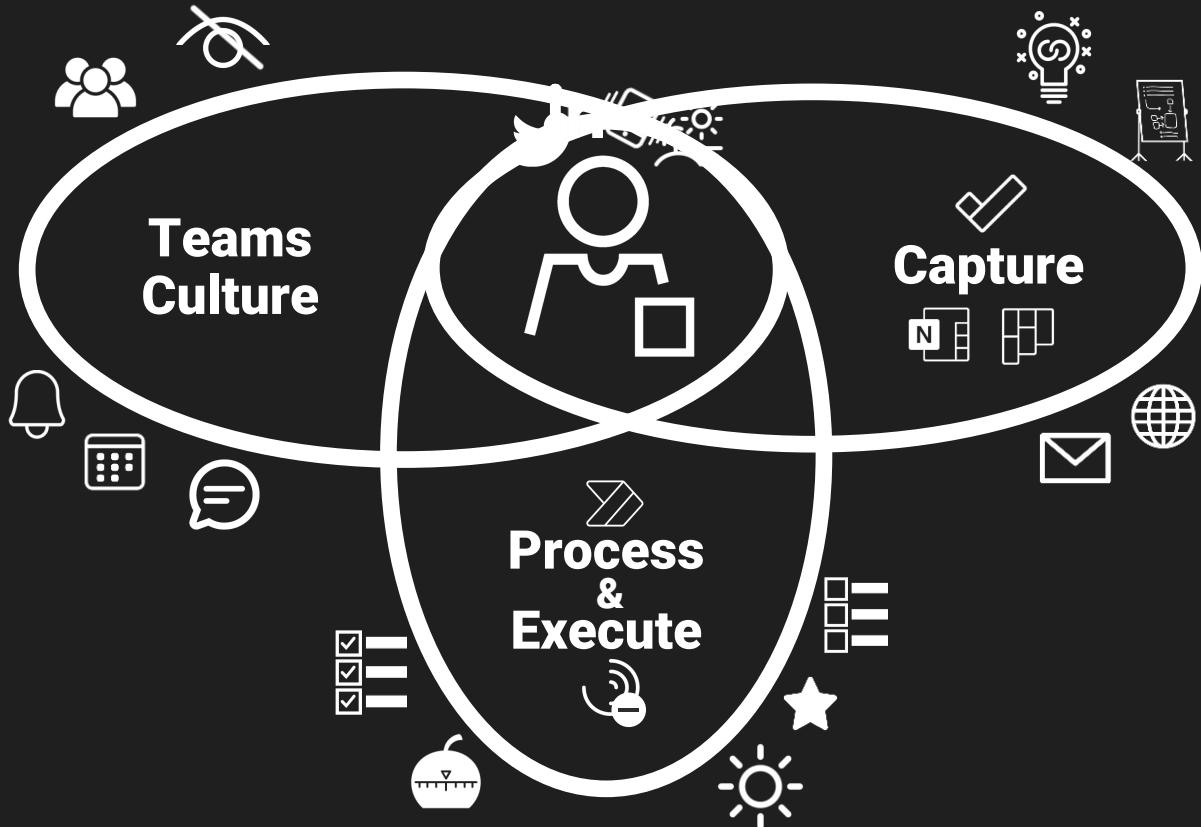


<https://YouTube.com/StaleHansen>

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Teams Culture



The screenshot shows the Microsoft Teams application interface. On the left is a vertical navigation bar with icons for Activity, Chat, Teams (which is selected and highlighted in blue), Calendar, Calls, and Tasks by PL... (partially visible). The main area displays a project channel named "Project X". The "General" tab is selected, showing "0 - Announcements". Below it, the "1 - Business Case" tab is also selected, showing a list of five items: "2 - Deployment", "3 - Adoption", "4 - Operations", and "5 - Change Management". There are three dots at the bottom of the list.

@StaleHansen





Teams Culture



The screenshot shows the Microsoft Teams interface. On the left, there's a sidebar with icons for Activity, Chat, Teams (which is selected), 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 "Off" option under "All activity" is selected, with a note: "Except direct replies, personal mentions". Other options in the menu include Pin, Hide, Manage channel (set to Custom), 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 "Ståle Hansen in Project X/1 - Business Case at 11:56 AM: Send Teams messages to ToDo and Planner".



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 channel list for '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. The background shows a message from Ståle Hansen about sending Teams messages to Todo and Planner.

Channel notifications

- Pin
- Hide
- Manage channel
- Get email address
- Get link to channel
- Edit this channel
- Connectors
- Delete this channel

All activity
Posts, replies, mentions

Off
Except direct replies, personal mentions

Custom

Task created

Send Teams messages to ToDo and Planner

Ståle Hansen in Project X/1 - Business Case at 11:56 AM: Send Teams messages to Todo and Planner



Teams
Culture



before

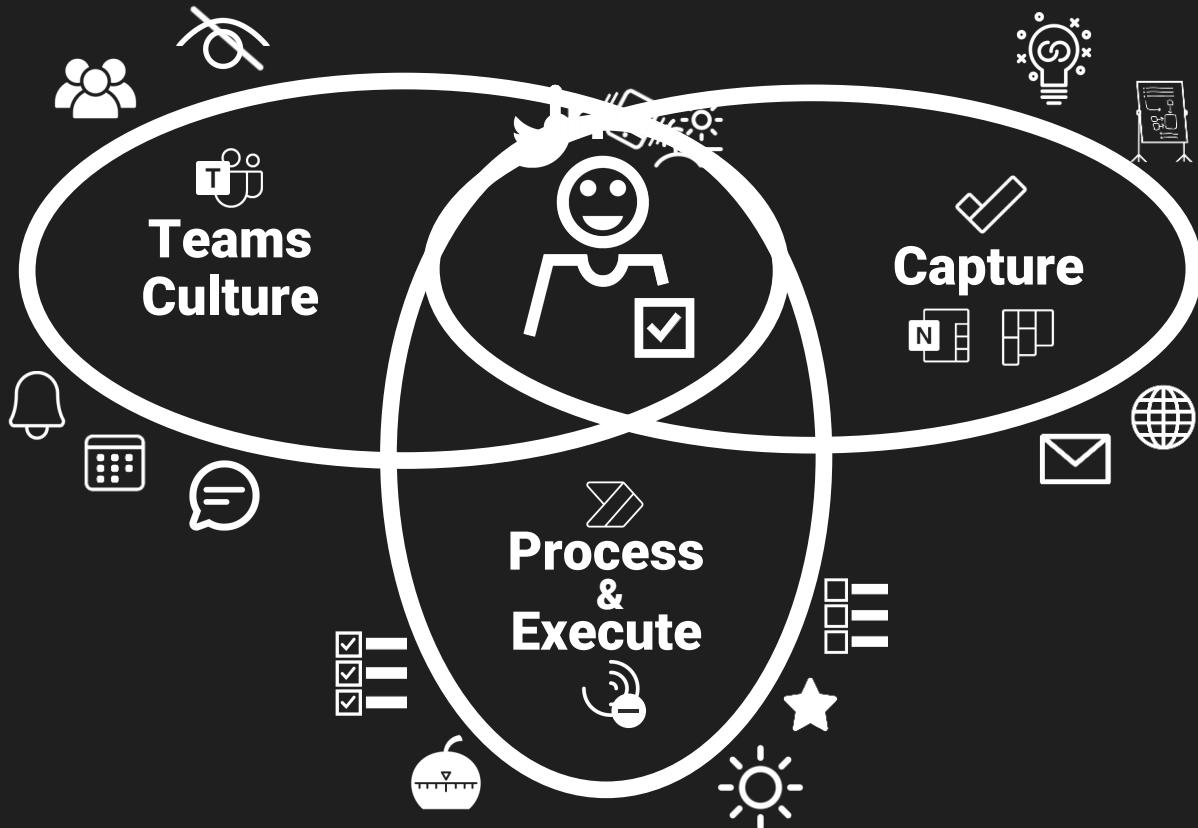


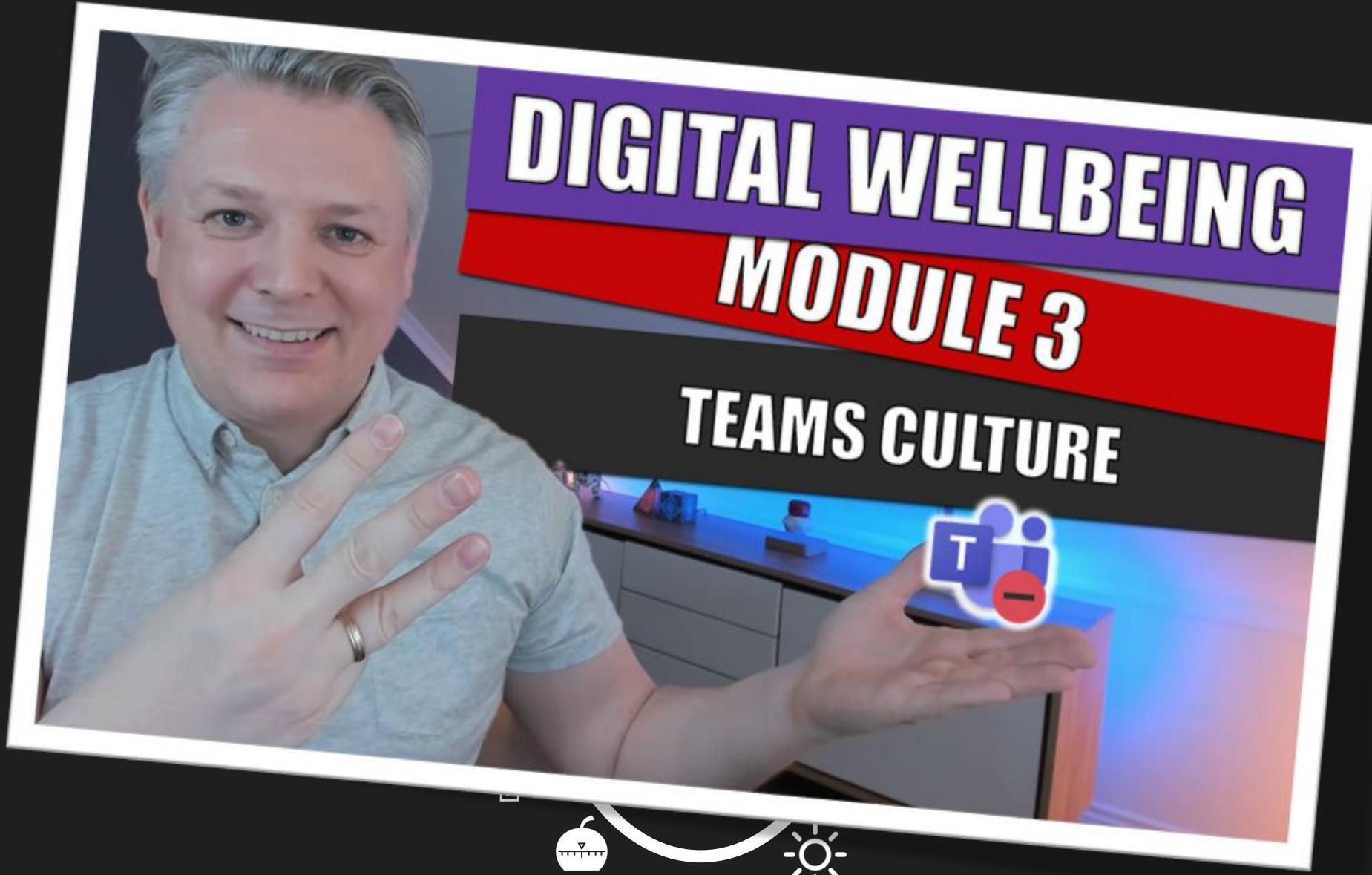
during



after

#HybridMeetings

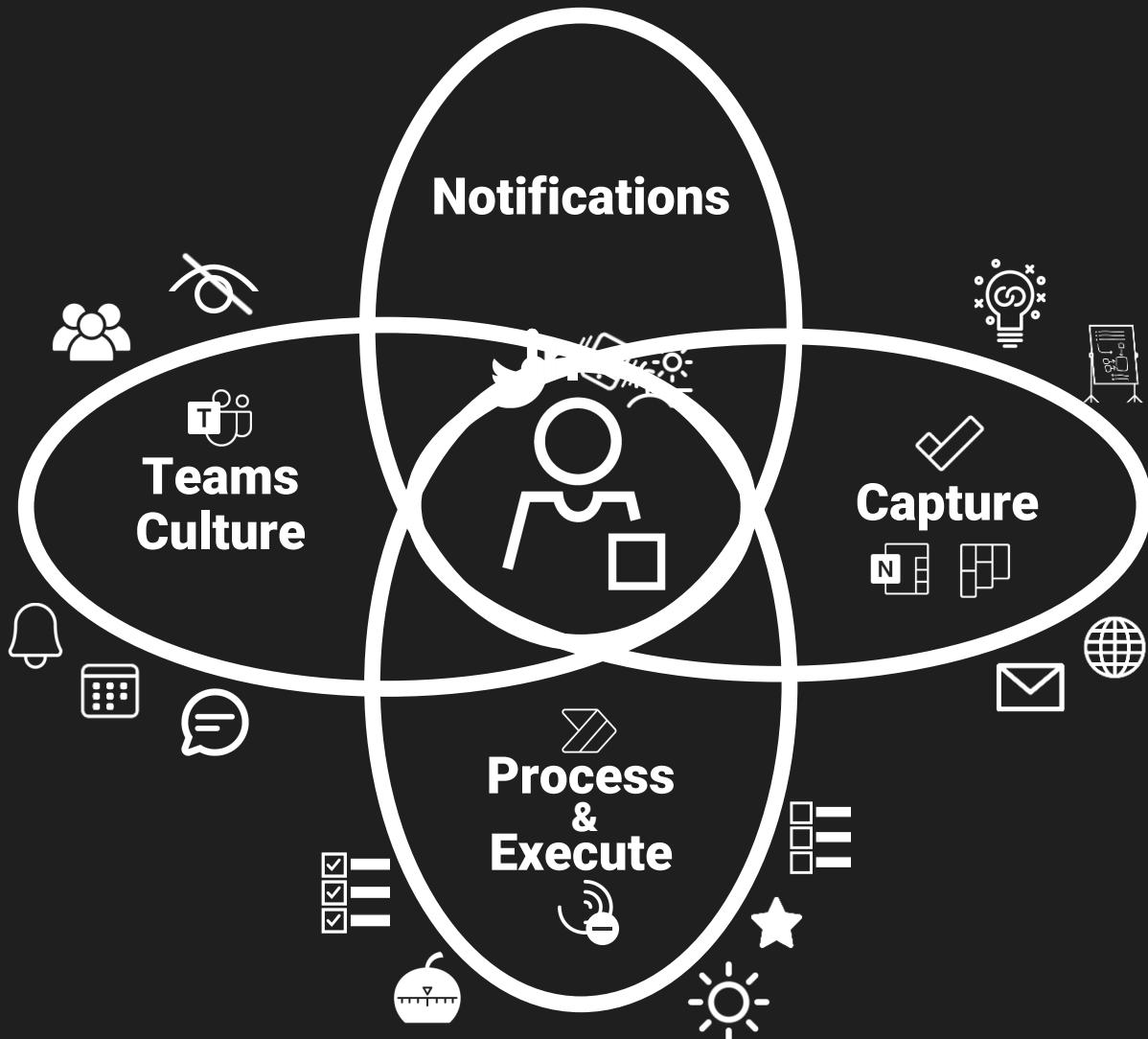


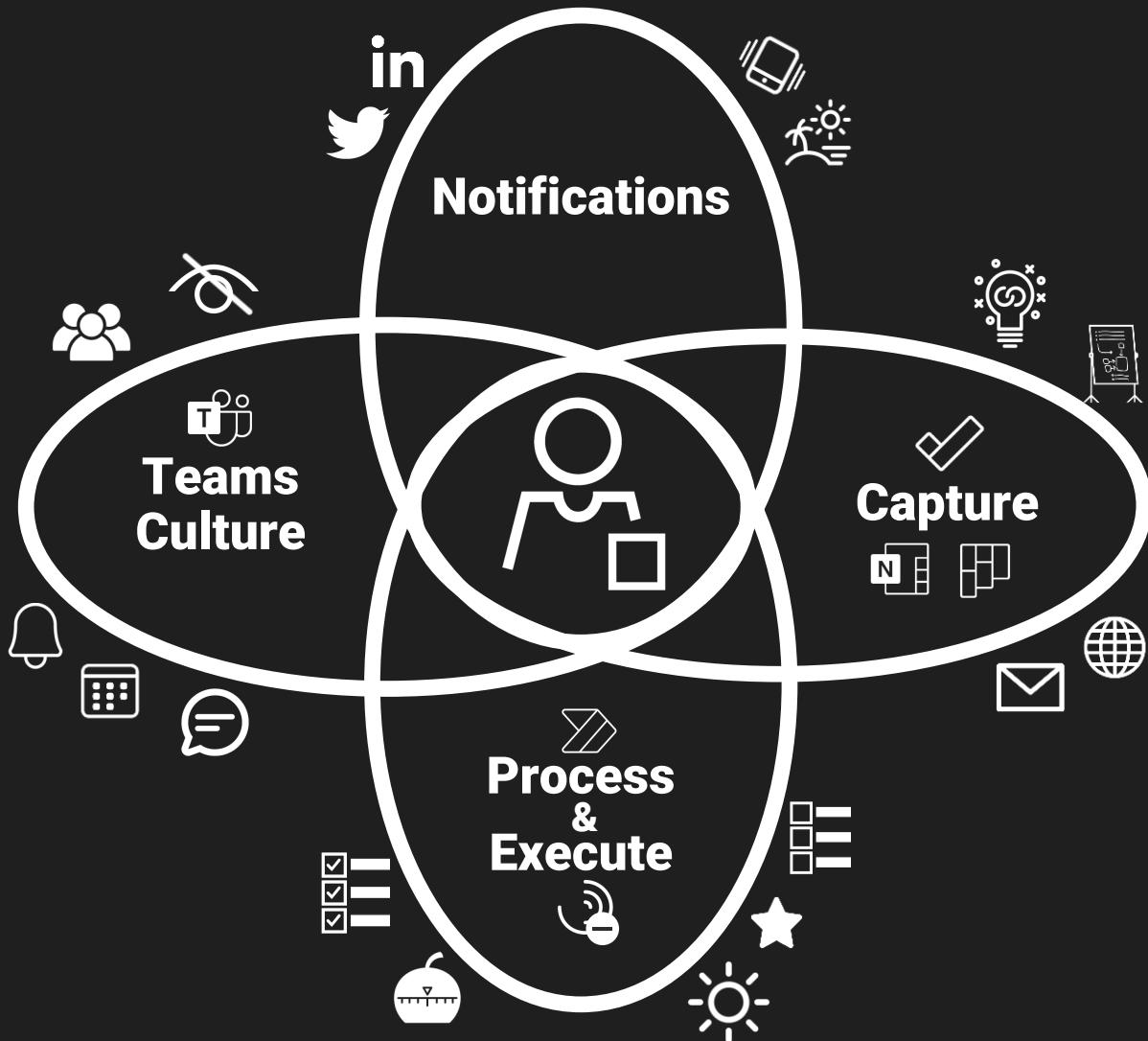


<https://YouTube.com/StaleHansen>

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@StaleHansen





Challenge



@StaleHansen





Challenge
in



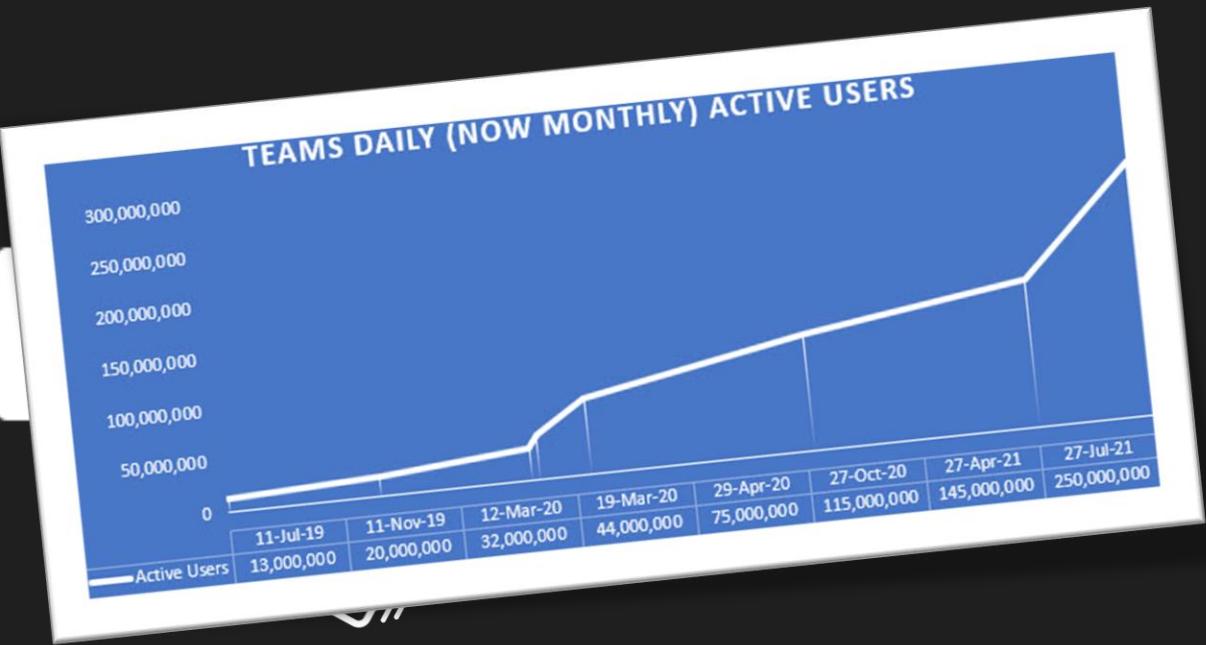
@StaleHansen





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





Source: <https://office365foritpros.com>

@StaleHansen





#1 SKILL
in 2020s



@StaleHansen





Why Was How

did I get it?
it useful?
can I get it at the right time?



Notifications

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Screenshot of Microsoft Teams settings showing notification preferences.

The "Notifications" tab is selected in the sidebar.

Email section:

- Missed activity emails: Set to **Off**.

Appearance and sound section:

- Notification style: Set to **Teams built-in**.
- Show message preview: Enabled (switch is green).
- Play sound for incoming calls and notifications: Enabled (switch is green).

Teams and channels section:

You will get desktop and activity notifications for:

- All activity**: New messages, reactions, and all mentions.
- Mentions & replies**: Personal mentions and replies to your messages.
- Custom**: Your custom settings are active. (This option is selected)

Chat, **Meetings and Calls**, **People**, and **Viva Insights** sections each have an **Edit** button.



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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



@StaleHansen





IF YOU GET DISTRACTED
AT 3:00 AM

IT IS YOUR OWN FAULT



@StaleHansen





A screenshot of the Microsoft Viva Insights app interface. At the top left is a user profile picture with a red square overlay. To its right is the app name "Viva Insights". On the far right of the top bar are three icons: a gear, an info circle, and a vertical ellipsis. Below the top bar are three navigation tabs: "Home" (underlined in blue), "Stay connected", and "More". The main area contains two dark rectangular sections, each with a horizontal bar at the top. At the bottom of the screen is a navigation bar with six items: "Activity" (bell icon), "Chat" (speech bubble icon), "Teams" (two people icon), "Calendar" (calendar icon), "Calls" (phone receiver icon), and "More" (vertical ellipsis icon).

@StaleHansen





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



Notifications

@StaleHansen





← 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

@StaleHansen





← 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



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← 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.



@StaleHansen





← 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.



@StaleHansen





← 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.



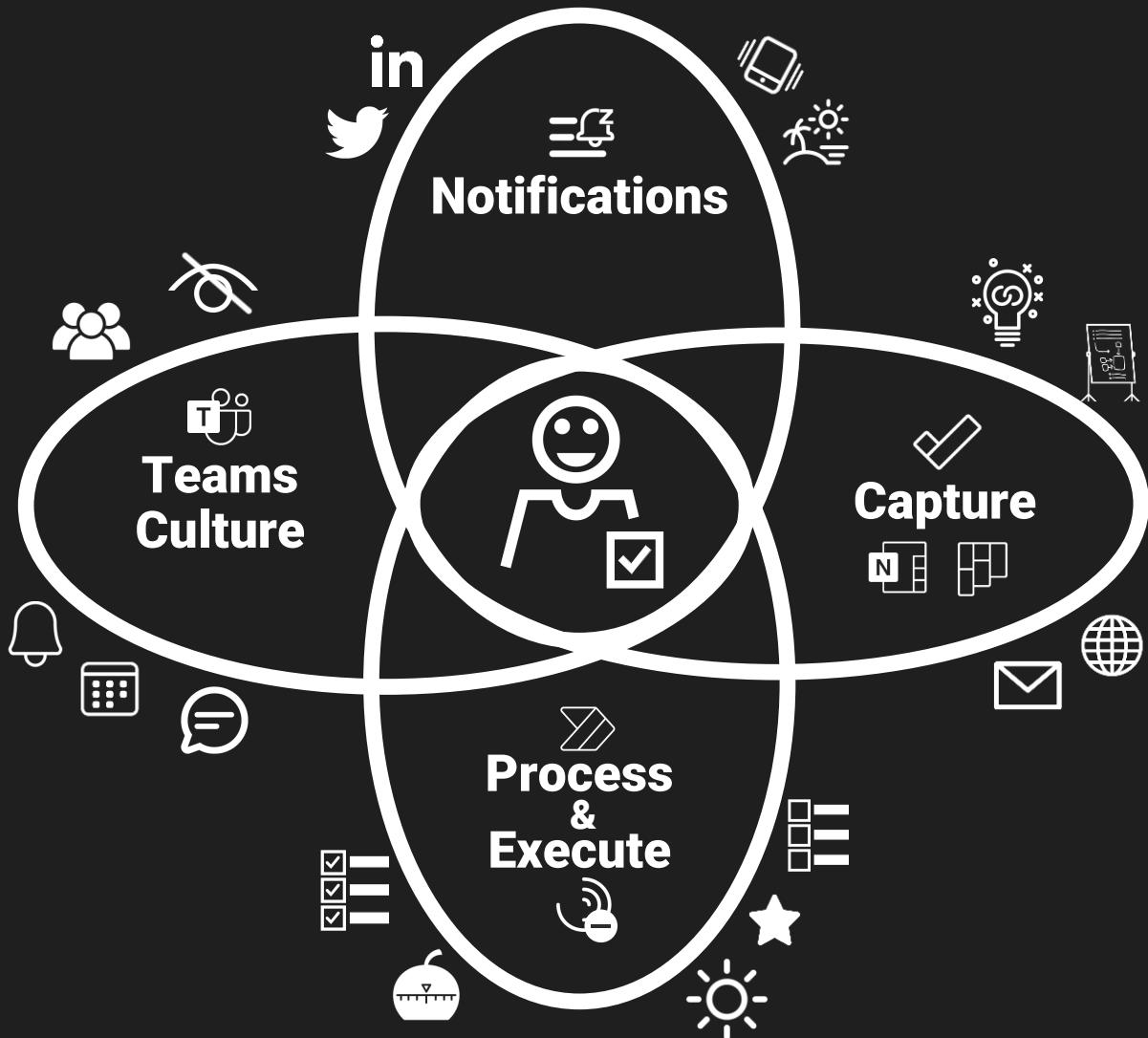
@StaleHansen

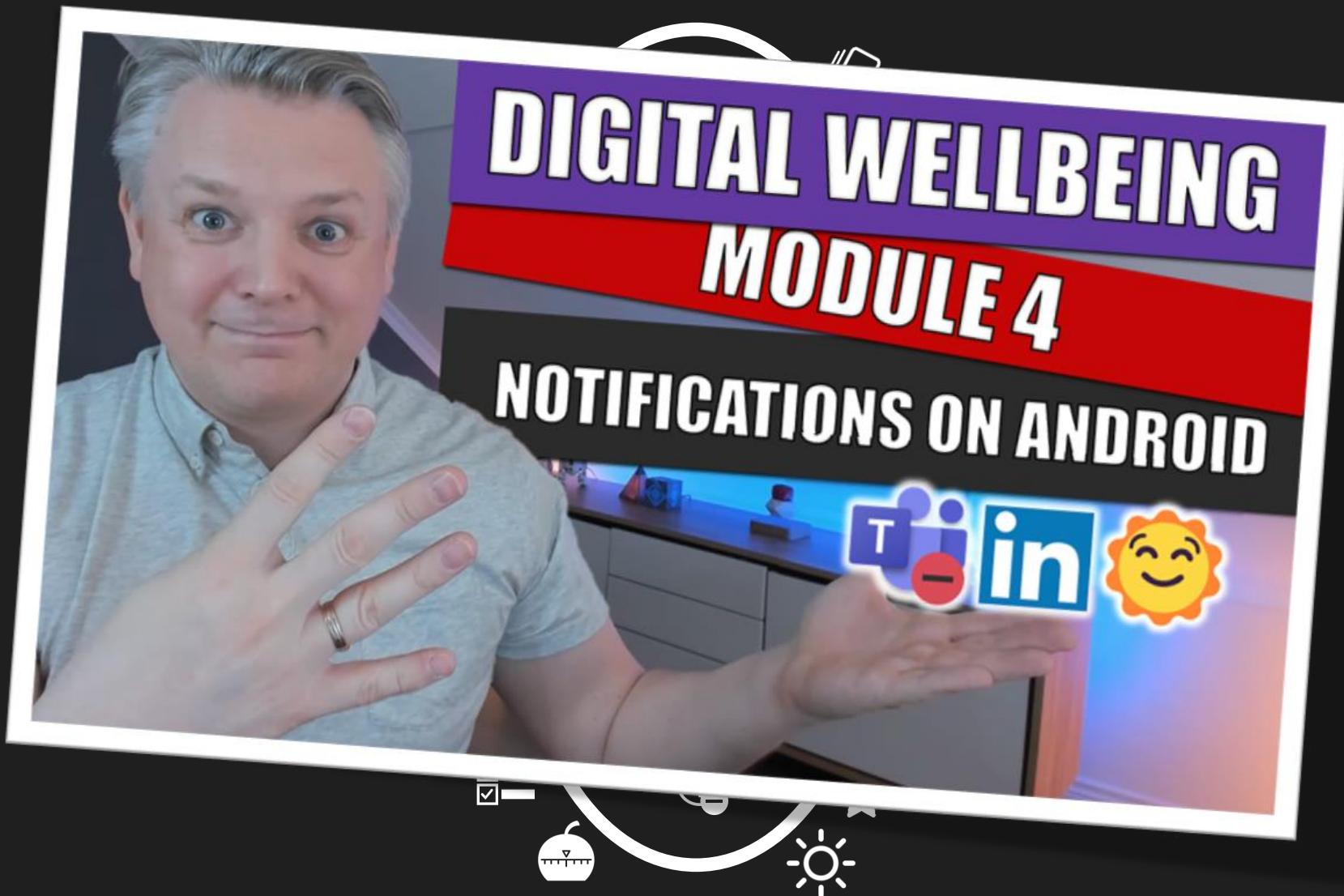




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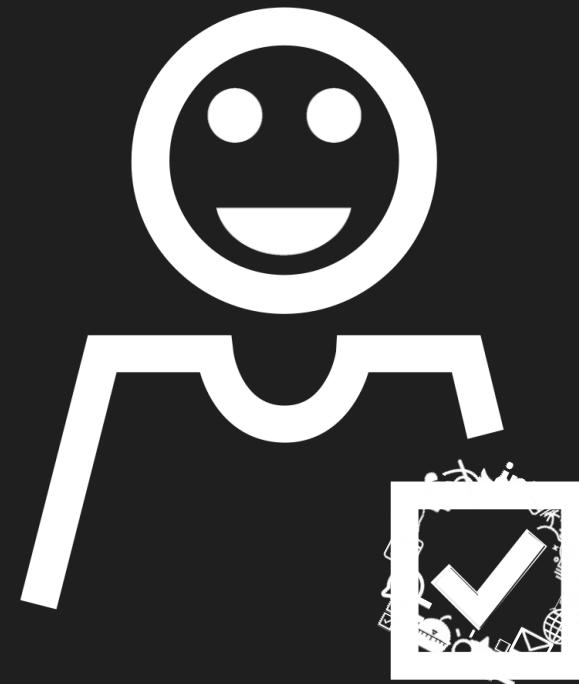


<https://YouTube.com/StaleHansen>

@StaleHansen







Digital Wellbeing

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

Friedrich Nietzsche

Thanks for attending 🎉



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<https://msunified.net/digitalwellbeing>