


bee

attentional
 tip book

This book contains tips for using technology in a way that can help you to be intentional with where you place your attention.

Everyone spends time using technology, but we should use it in a way that enhances the way we pay attention to people. Read the book of tips as a family and start looking for ways to integrate the tips into your daily lives.

Feel free to add tips of your own to the back of the book.



Tip 1: Observe Yourself

There are many beneficial and good reasons for using technology, and it is important to know why we are using it. At times, people open their phone to simply check the time and end up scrolling through their Facebook newsfeed for 15 minutes.

There are several reasons we use technology. We use it to occupy ourselves, to connect with people, and to do tasks. If you can learn to become aware of the reasons you use technology, you can use it in a way that doesn't misplace your attention.



Tip 2: Filter Emails

Sometimes people take work home with them, and this can be a problem.

While some jobs require people to respond to emails and be in constant communication with coworkers, a lot of jobs do not. But people still do it. Learn not to let email consume your life. Filter through which emails are urgent and which emails can be dealt with the next work day. Set up an automated "unavailable" message that tells people you will get back to them at a specified time. Tell people to indicate when emails are "urgent," and only open urgent emails so you don't miss an important message.



Tip 3: Avoid Multitasking

Multitasking is a myth--it's not really possible. Really, multitasking is just switching your attention from one task to the next. You can't concentrate on two things at the same time, and you will give things the attention they deserve when you do one thing at a time. If you focus on one thing at a time and avoid multitasking, you will not be a victim of misplaced attention.



Tip 4: Leave Your Devices Alone

It is easy to focus some of your attention on technology when it is so easy to access. Since you are able to check your phone at any time, it's harder to resist checking it. If you put technology away sometimes, it will help you pay more attention to the things that are most important to you. Don't try to pay attention to people you are with and technology at the same time.



Tip 5: Stop Apologizing

People often feel obligated to respond to message right away because they are able to. You've done this if you've ever said something like, "Sorry I'm just now responding. I just got done having dinner with my family." The people in your life might expect you to be able to communicate with them at any time. You should learn to let go of these social obligations and respond when you decide is the best time to respond. The people who mean the most to you will understand.



Create Your Own

