Digital Minimalism and Productivity Resource Sheet

Presentation Link

Digital Minimalism

"Being more mindful about how we use our digital devices and also decluttering the amount of extra digital distractions we may not need"

Questions to think about:

What apps do you use and what apps don't you use or need?

What notifications do you get that you don't need? What are the notifications you need?

How are you currently managing your email? Where do you want to be with your email?

How much time do you spend on your digital devices? Is that okay with you?

Where do you think you are on the spectrum of using your digital devices? Where do you want to be?

Productivity System Examples

Don't Break the Chain   Bullet Journal

Checklist   The Daily Trifecta

Zen to Done   To do list

Must do list   Eat the Frog

Kanban   Getting Things Done

My new favorite system: Pomodoro

- More info about method here
- Check out some pomodoro apps

Possible tools to help you organize!
- Notion
- Trello

Thank you again for taking time and watching the video and completing the survey, I appreciate it!