

Be Present in the Moment with Pre-Commitment Strategies

- Notice Your Relationship with Your Phone
- Use Physical Reminders to Keep You on Track
- Change Where You Keep Your Phone
- Set Up Off-Screen Focus Times

Add Your Own Strategies:



Notice Your Relationship with Your Phone



Use Your Phone's Tools to Monitor Habits & Control Settings

- For Google, click [here](#)
- For Apple, click [here](#)
- For Samsung, click [here](#)



Adjust App Settings & Permissions

- Set time limits for being online
- For Instagram, click [here](#)



Set a Goal When Possible

- Determine specific times & durations for social media use
- Reflect on your progress & adjust your strategies
- Example: stop screen use & turn off notifications at least 30 minutes before bedtime

Add Your Own Strategies:



Use Physical Reminders to Keep You on Track



Use Software that Blocks Access to the Internet for a Set Period

- Example: you can use an app such as [Forest](#)



Use Software that Reduces Distractions

- Example, you can use a feature such as [AdBlock](#)



Add a Screen Lock

- Create a delay in phone checks
- Use passcodes instead of biometrics (facial recognition or fingerprint)
- For Android, click [here](#)
- For iOS, click [here](#)



Set Your Screen to Gray Mode

- Grayscale mode decreases stimulation & makes apps less appealing
- For Google, click [here](#)
- For Apple, click [here](#)

Add Your Own Strategies:

Change Where You Keep Your Phone



Create Physical Distance Between You & Your Phone

- Charge your phone away from your bed
- Put the phone in a drawer
- Explore screen-free spaces & activities

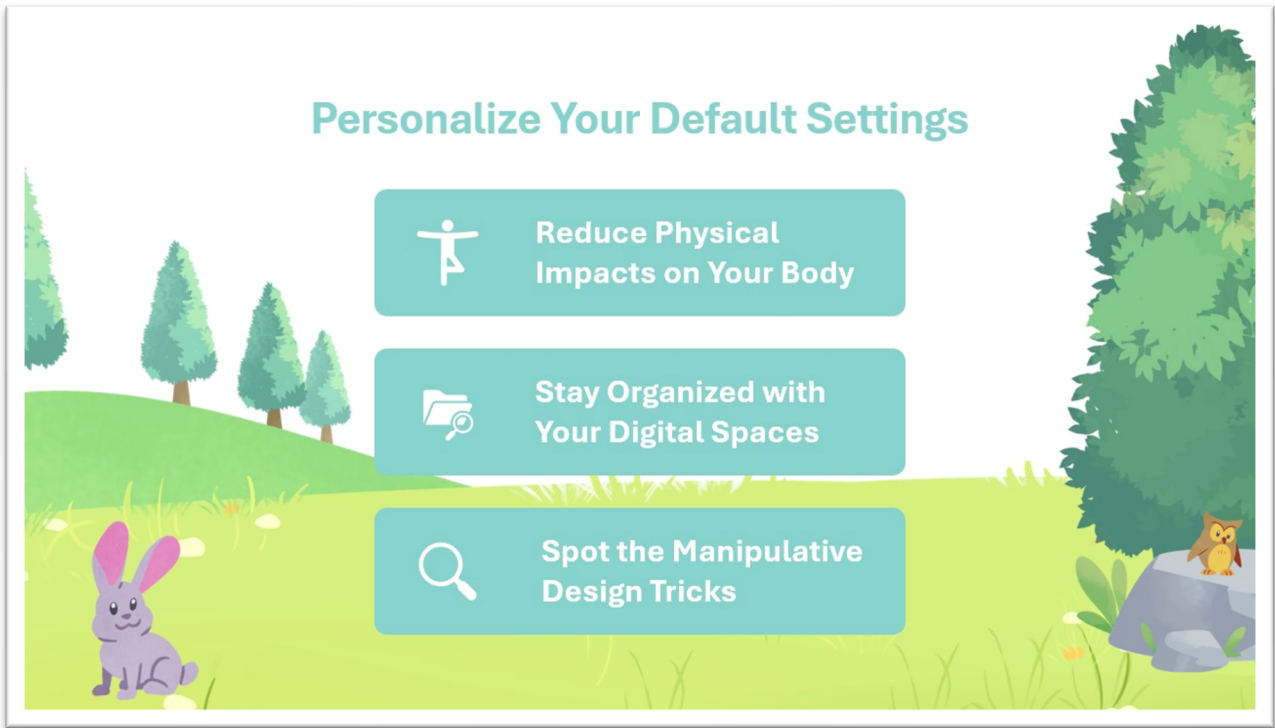
Set Up Off-Screen Focus Times



Limit Excessive Multi-Tasking & Silence Your Phone Temporarily

- Turn off notifications
- Mute instant messaging chat groups
- Put your phone face down
- Shut your phone off

Add Your Own Strategies:



Add Your Own Strategies:



Reduce Physical Impacts on Your Body



Adjust Blue Light Screen Settings to Help with Headaches or Eye Strain

- For Google, click [here](#)
- For Apple, click [here](#)
- For Samsung, click [here](#)



Obtain Ergonomic Supports (if possible) & Be Mindful of Your Posture

- Try blue light-blocking glasses
- Be mindful of your posture when using your devices



Take Frequent Breaks from Technology Use

- Even looking up from your screen & going outside at regular intervals can help

Add Your Own Strategies:



Stay Organized with Your Digital Spaces



Edit Your Notification & Permission Settings When You Install a New App

- Review notification settings
- Review permission settings, e.g., camera, microphone, location, etc.



Manage Filters & Lists in Your Inbox

- Separate the less relevant communications from those that are urgent
- Use pin, flag, folders, & categories features on Outlook
- Use star, important, & label features on Gmail



Organize Relevant Websites by Using Bookmarks

- For Google Chrome, click [here](#)

Add Your Own Strategies:



Spot the Manipulative Design Tricks



Be Aware of Subtle Prompts & Manipulations Online

- Be aware of subtle prompts & manipulations, such as fake headlines, hidden subscriptions, trick wording
- For example, visit [here](#)

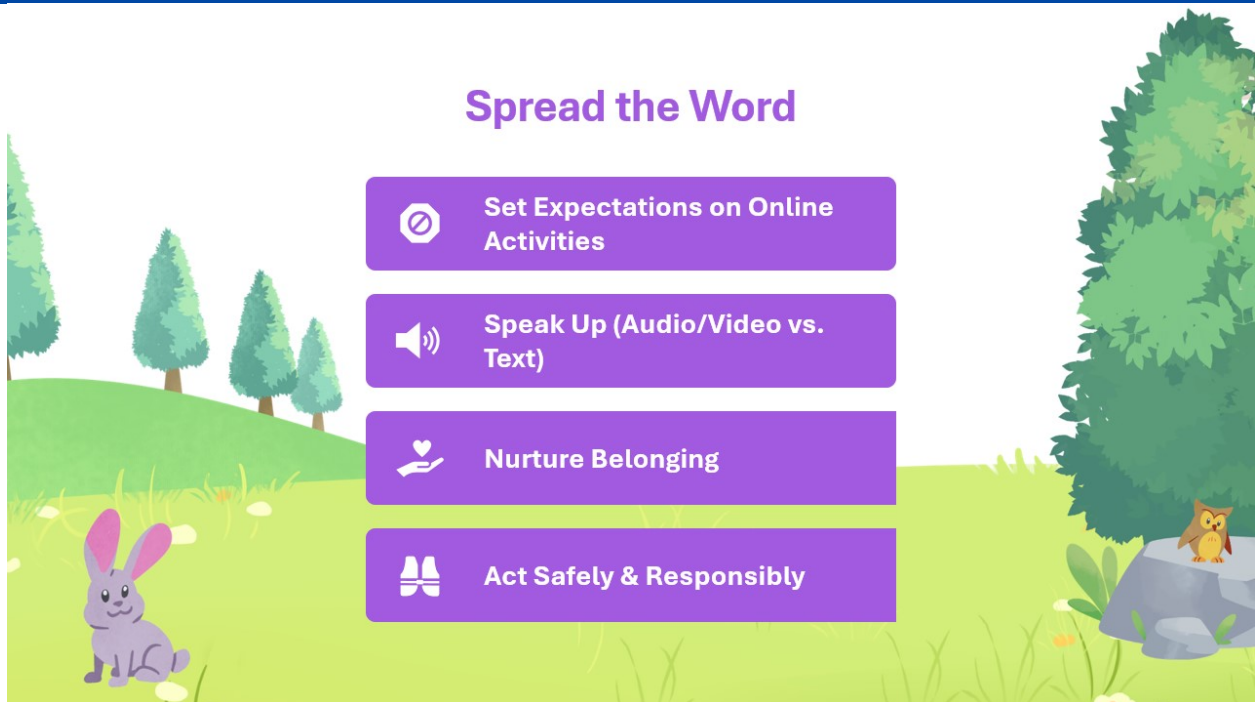


Understand Media Systems & Power Dynamics

- Online algorithms are designed to provide you with personalized search results & ads based on your own online activity, so they can alter what you see & persuade you to buy things you may not need
- Open areas of discussion about the problems/challenges of digital usage

Add Your Own Strategies:

Spread the Word



Add Your Own Strategies:



Set Expectations on Online Activities



Clearly Communicate Your Boundaries & Expectations with Others

- For example, let people know you're offline after 8 p.m. for a screen-free routine
- Notify your contacts that you are unavailable via an automated message



Establish Group Norms

- Establish group norms on digital communication & values to help manage information
- Distinguish communications that need urgent response from those that can be postponed

Add Your Own Strategies:

Speak Up (Audio/Video vs. Text)



Use Audio/Video Messages When Possible

- Audio messages can be easier to understand, especially when dealing with complicated issues

Act Safely & Responsibly



Act Ethically & Think Critically Online

- Reflect on the health of the media you both consume & create
- Fact-check all the time
- Strategically select contacts & information channels to follow

Add Your Own Strategies:



Nurture Belonging



Use Netiquette (Online Etiquette) Codes in Digital Spaces & Communication

For Emails:

- Include a subject line
- Be careful of overusing Reply All; not everybody has to be in on every conversation

For Online Spaces:

- Protect people's privacy
- Don't allow for cyberbullying
- Respect people's ideas and written work; give credit where credit is due



Manage the Health of Your Online Spaces & Communities

- Use active & mutual listening, dialogue, trust, & openness
- Create group agreements to run meetings more smoothly



Involve Community Members to Maintain Healthy Online Spaces

- Members can help create an online community
- Share roles (e.g., social media, communication, finance, etc.)

Add Your Own Strategies:
