



# STAYING PRESENT IN THE NEW YEAR:

How to Create Healthy Digital Balance

# Workbook

Sponsored by Women in Navistar

January 13th, 2022

11:30 am -12:30 pm CST ZOOM

Open to all Navistar personnel

Presented by

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WELLNESS & LIFESTYLE  
OPTIMIZATION CONSULTING

# Digital use directly affects our health.

Current research has shown the physical affects digital use has on our:

**Sleep:** Your main compass for health.

**Cellular Health:** The strength of your immune system.

**Mental Focus:** Over use results in fragmented attention and our ability to focus.

Take the **Digital Habits Survey** to check your digital use awareness.

We can reduce unnecessary use of devices by implementing a digital schedule and digital scorecard.

Finally we will discover how and why to implement a **Digital Sabbatical**.

# Staying Present in the New Year: Digital Habits Survey

Take inventory of your digital habits by answering the questions below.  
Have a spouse or a family member answer for you from their perspective.  
Compare results.

Question	All the time or YES 5-7 days/wk	Sometimes or Somewhat 3-5 days/wk	Varies 2-3 days	Seldom 1 day a week	Never Or NO
Do you wake up in the morning and look at your phone for weather, stocks, email, etc?	5	4	3	2	1
Do you go to bed with your phone on your bedside?	5	4	3	2	1
Do you read from your phone in bed before bedtime?	5	4	3	2	1
Do you look at your phone or read from it while alone during meals?	5	4	3	2	1
Do you have your phone on the table at family meals or at social meals?	5	4	3	2	1
Do you have your phone on your desk all day or in plain view most of day?	5	4	3	2	1
Do you take your phone in the bathroom and read, text, or email from it?	5	4	3	2	1
Do you work in your bed on a tablet or computer?	5	4	3	2	1
Do you fall asleep with the television on or a tablet playing?	5	4	3	2	1
<b>Does it bother you when others are looking at their devices during social gatherings or meetings?</b>	5	4	3	2	1
Total: Subtract points from the last question from total score!					

# Your Score:

**50-40 Points:** Check your digital devices at the door! You are in need of a digital sabbatical. Increase your awareness of when and where you are using devices. Begin a plan to time block your device usage. Use the “Screen Time” or “Digital Wellbeing” analytics on iPhone and android respectively to help you achieve more balance. Plan to ween yourself from devices in certain settings. Start a digital scorecard to track your progress.

**40-30 Points:** Review your digital usage in certain settings, determine if it is necessary and can be reduced at all. Use the “Screen Time” or “Digital Wellbeing” analytics on iPhone and android respectively to help you achieve more balance.

**30-20 Points:** You are working towards digital balance. Keep up the good work.

**20-10 Points:** You have excellent digital habits, please share your tips with us!

**0-10 Points:** Do you live on this planet?

# DIGITAL PLANNER

GOALS: To implement digital sundown at 8pm.

To check email and respond only during time time blocks allotted.

WEEK: 1-12-22

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
6 am	<b>WAKE AND SPEND 15-20. MINUTE IN QUIET, WALK OR WITH JOURNAL</b>						
7 am	<b>LOOK AT EMAILS, MESSAGES. LISTEN TO VOICEMAILS. PLAN FOR RESPONSES ACCORDING TO THE DAYS SCHEDULE.</b>						
8 am		PHONE CALLS					
9 am		EMAIL RESPONSES					
10 am							
11 am							
12 pm		TEXT MESSAGE RESPONSES					
1 pm		EMAIL RESPONSES					
2 pm							
3 pm		TEXT MESSAGE RESPONSES					
4 pm		EMAIL RESPONSES					
5 pm							
6 pm		TEXT MESSAGE RESPONSES					
7 pm		EMAIL RESPONSES IF NEEDED					
8 pm	<b>SHUT DOWN PHONE, COMPUTER, T.V.</b>						
9 pm	<b>SPEND HOUR IN BEDTIME ROUTINE FOR FAMILY OR RELAX WITH NIGHT TIME SHOWER, BATH OR STRETCH. EVENING MEDITATION OR TEA.</b>						
10 pm	<b>LIGHTS OUT</b>						

## HOW TO USE:

WRITE IN THE BLOCKS WHAT DIGITAL ACTIVITY IS NECESSARY AND HOW LONG IT WILL BE USED. THIS MAY CHANGE FROM DAY TO DAY. TRY TO ADHERE TO SPECIFIC TIME BLOCKS FOR DIFFERENT DIGITAL RESPONSIBILITIES.

# DIGITAL PLANNER

GOALS: \_\_\_\_\_

WEEK: \_\_\_\_\_

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
6 am							
7 am							
8 am							
9 am							
10 am							
11 am							
12 pm							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8 pm							
9 pm							
10 pm							
<b>Point total:</b>							

**SCORE CARD:** GIVE YOURSELF A POINT FOR EVERY DAILY TIME BLOCK GOAL YOU ACHIEVE. CELEBRATE YOUR SCORES AS THEY INCREASE WEEK TO WEEK.

# DIGITAL SABBATICAL

WILL YOUR DIGITAL SABBATICAL BE A TOTAL UNPLUG?

WILL IT BE A RETREAT FROM A CERTAIN SOCIAL PLATFORM?

OR WILL IT BE A MORE STRUCTURED USE OF DIGITAL DEVICES.

DECLARE YOUR NEW DIGITAL HABITS FOR 2022 BELOW:

DECLARE YOUR GOAL:

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WHAT DOES YOUR DIGITAL SABBATICAL  
LOOK LIKE:

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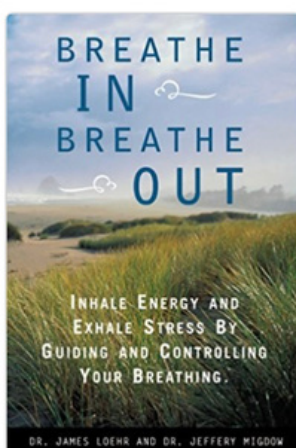
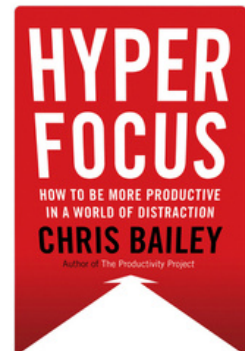
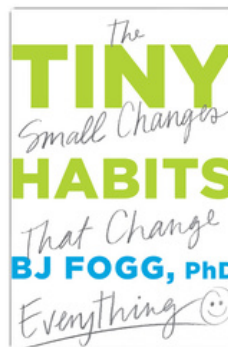
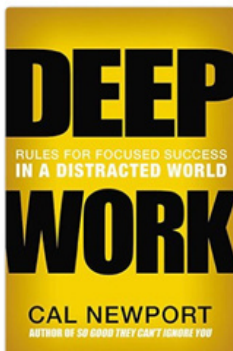
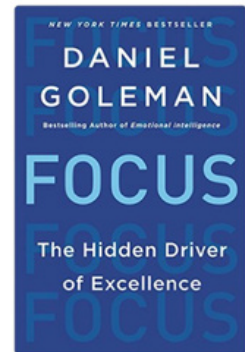
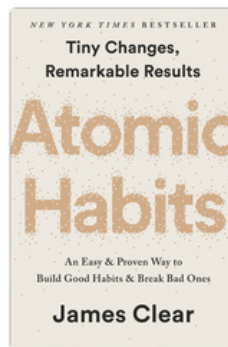
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CREATE A CHALLENGE WITH A FRIEND OR FAMILY  
MEMBER AND COMPARE POINTS FROM DIGITAL SURVEY.  
TAKE THE SURVEY AT BEGINNING OF EACH MONTH.  
TRACK IMPROVEMENT!

USE THE SCORECARD AND TRACK WEEKLY POINTS.  
TOTAL YOUR MONTH POINTS AND COMPARE WITH A  
FRIEND.

CELEBRATE YOUR NEW ENERGY AND PRODUCTIVITY  
AROUND A DINNER DATE WITHOUT DEVICES!

# SUGGESTED READING



THANKS FOR PARTICIPATING!

CONNECT WITH JOANNE AT  
[WWW.THEMEAL.NET](http://WWW.THEMEAL.NET)  
[WWW.JOANNEPAVIN.COM](http://WWW.JOANNEPAVIN.COM)