

## *with Heart*

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# MANAGING DIGITAL DISTRACTIONS

Let's face it, we all spend way too much time connected to our devices, especially our phones.

This is not just a young people problem. We all are too connected to our screens.

To have greater mastery over our devices, we need to have a greater mastery over our attention span.

Dr Kirsty Goodwin says that mastering our attention span "will be the superskill of the 21st Century".

A lot of our digital behaviours – where we are constantly connected – leave us feeling stressed and exhausted. And, when we get distracted, it takes as long as the distraction to get back on task.

## 5 Tips of micro-habits to help you distraction-proof your digital life and stay focused

1. Have two accounts when on your computer – one for study-time, one for free-time – this forces you to separate your work from your play.
2. Clear your space. As you would clear your physical desk of mess to focus, clear your computer's desktop, browser history, caches, reduce amount of tabs open. Train yourself to work on one task at a time (it's hard!)
3. Play with greyscale and notifications. Adjust your phone so it isn't more exciting and alluring to what you need to be doing. By taking away the colour and pings of your phone, you choose to go to your phone, not when it 'beckons' you. Some suggestions are to stop or mute notifications, prioritise contacts, choose a time when all notifications come in.



4. 'Surf the urge' – notice what is happening inside you when you want to turn to your phone/screen. We are often more likely to turn to our technology when we are lonely or bored. We fill each moment with distraction. Try sitting in the difficult emotion longer, resist turning to our phone every time we have a spare moment.

5. Use a Time Management App such as:

- Forest
- Stay Focused
- RescueTime
- Digital Wellbeing (Android)
- Attentive – Digital Wellbeing (Apple)