

Digital fatigue awareness tool

REFERENCE GUIDE FOR EMPLOYEES



Do you feel like at the end of workdays filled with virtual meetings, you are more tired than you used to be? You probably have “digital fatigue”—the fatigue, anxiety and exhaustion related to the overuse of virtual communication platforms.

What can you do to limit the effects of digital fatigue?



PRACTISE GOOD DIGITAL HYGIENE:

- ➔ Take breaks away from the screen.
- ➔ Avoid using the “full screen” mode.
- ➔ Increase the space between yourself and the screen by using an external keyboard.
- ➔ Avoid multi-tasking.
- ➔ Ask your manager whether you need to attend meetings that seem less relevant to you and your work.
- ➔ Turn off the “Self View” function to avoid seeing yourself during meetings.
- ➔ Turn off your camera and/or your microphone from time to time during the meeting.
- ➔ Limit your total daily time spent in front of a screen.
- ➔ Encourage telephone calls for people/clients outside your organization.
- ➔ Practise using technology as much as possible to improve your skills and your confidence. This will help to reduce the anxiety related to using online platforms, such as before an important presentation or meeting.

TO LEARN MORE, VISIT WWW.GLOBAL-WATCH.COM



ORGANIZE YOUR WORK AND WORKSPACE:

- ➔ Keep a set, regular schedule to help you manage your time.
- ➔ If you work remotely and if possible, create a workspace that is physically separate from the rest of your home to limit interruptions/distractions.
- ➔ Assess the ergonomics of your workstation (or request a professional ergonomic assessment) to reduce or eliminate the discomfort and pain associated with poor posture.
- ➔ Check the speed of your Internet connection to make sure it is adequate.
- ➔ When you work remotely, find some time for yourself at the end of the workday before returning to your family or personal role.
- ➔ Try to work in a room with a window and open it when possible.



ADOPT A HEALTHY LIFESTYLE AND PRACTISE SELF-CARE:

- ➔ Build brief stretch breaks into your day.
- ➔ Do eye muscle exercises.
- ➔ Be sure to take outdoor breaks every day.
- ➔ Practise meditation, yoga or deep breathing exercises.
- ➔ Stick to a healthy diet, stay well hydrated and reduce caffeine consumption.
- ➔ Make time for physical activity, hobbies and family activities.
- ➔ Log off at least one hour before bedtime.



PRACTISE MINDFULNESS:

- ➔ Analyze your own thoughts, emotions and environment without judgment.
- ➔ Understand the influence that these things can have on one another.
- ➔ Act accordingly in order to feel good.

TO LEARN MORE, VISIT WWW.GLOBAL-WATCH.COM