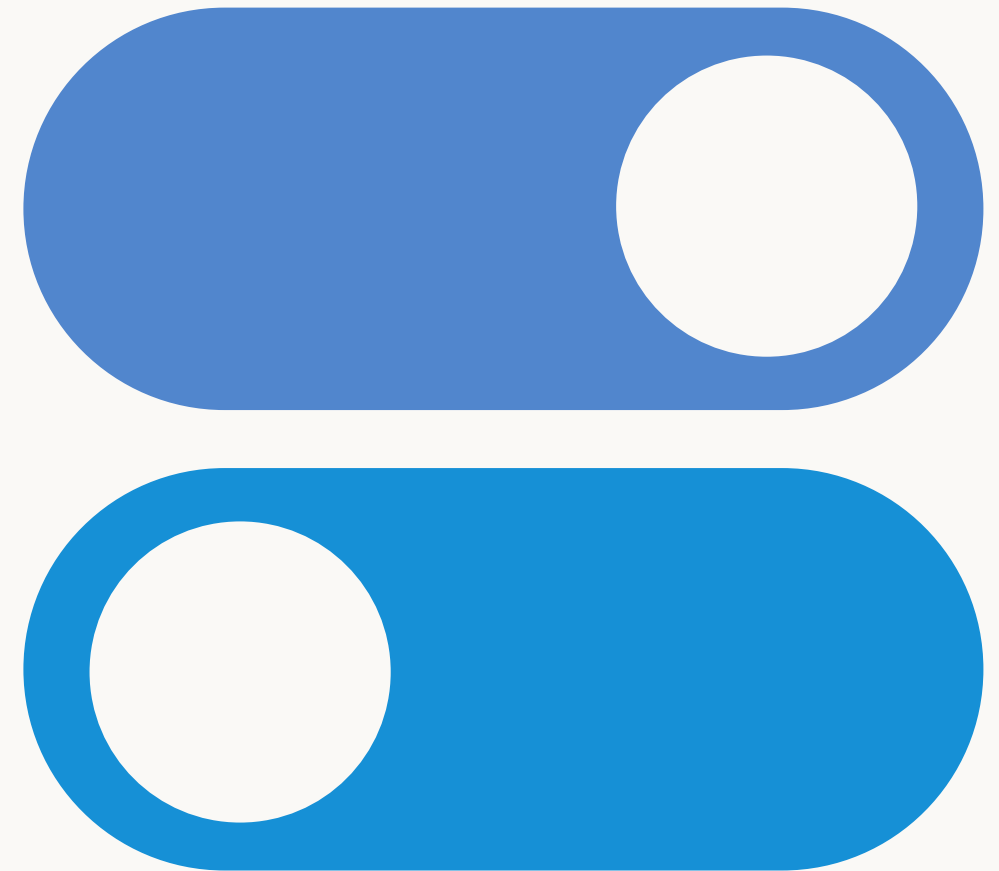# DIGITAL WELLNESS

Better Connections in Your Community
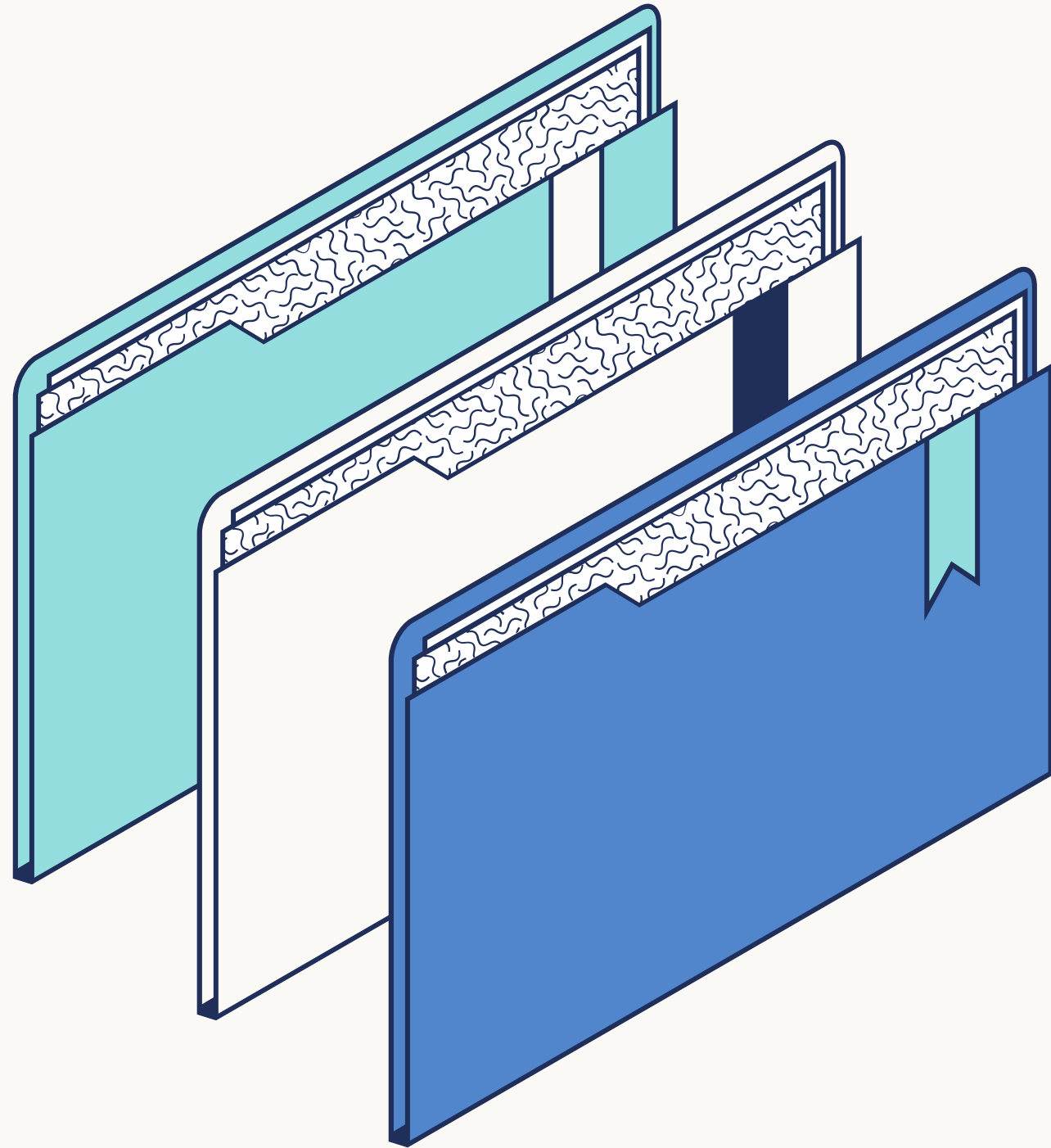
CARLOS GALEANA

SCKLS

"Almost everything will work again if you unplug it for a few minutes, including you."

ANNE LAMOTT

Welcome

KEY TOPICS DISCUSSED IN THIS PRESENTATION

- Learn best practices in the workplace and how to share valuable tips with patrons of all ages.
- Explore key Digital Wellness concepts like Digital Resilience, Digital Minimalism, Accessibility, AI, and Digital Citizenship.
- Access a toolkit featuring a curated list of resources, apps, articles, and videos.

About Me

- Ten years of training at public libraries, government, and non-profit organizations.
- 2017 Library Journal Mover & Shaker
- Bilingual in English & Spanish
- Taught 300 in-person classes
- Taught 400 virtual classes
- Led 3,000 one-on-one Tech Help appointments

Digital Wellness

In this increasingly demanding digital world, we must establish boundaries with technology.

Digital Wellness is about limiting screen time, managing app settings, and making modifications in tech for our wellness.

It's the pursuit of a healthy and balanced relationship with technology--at work and at home.
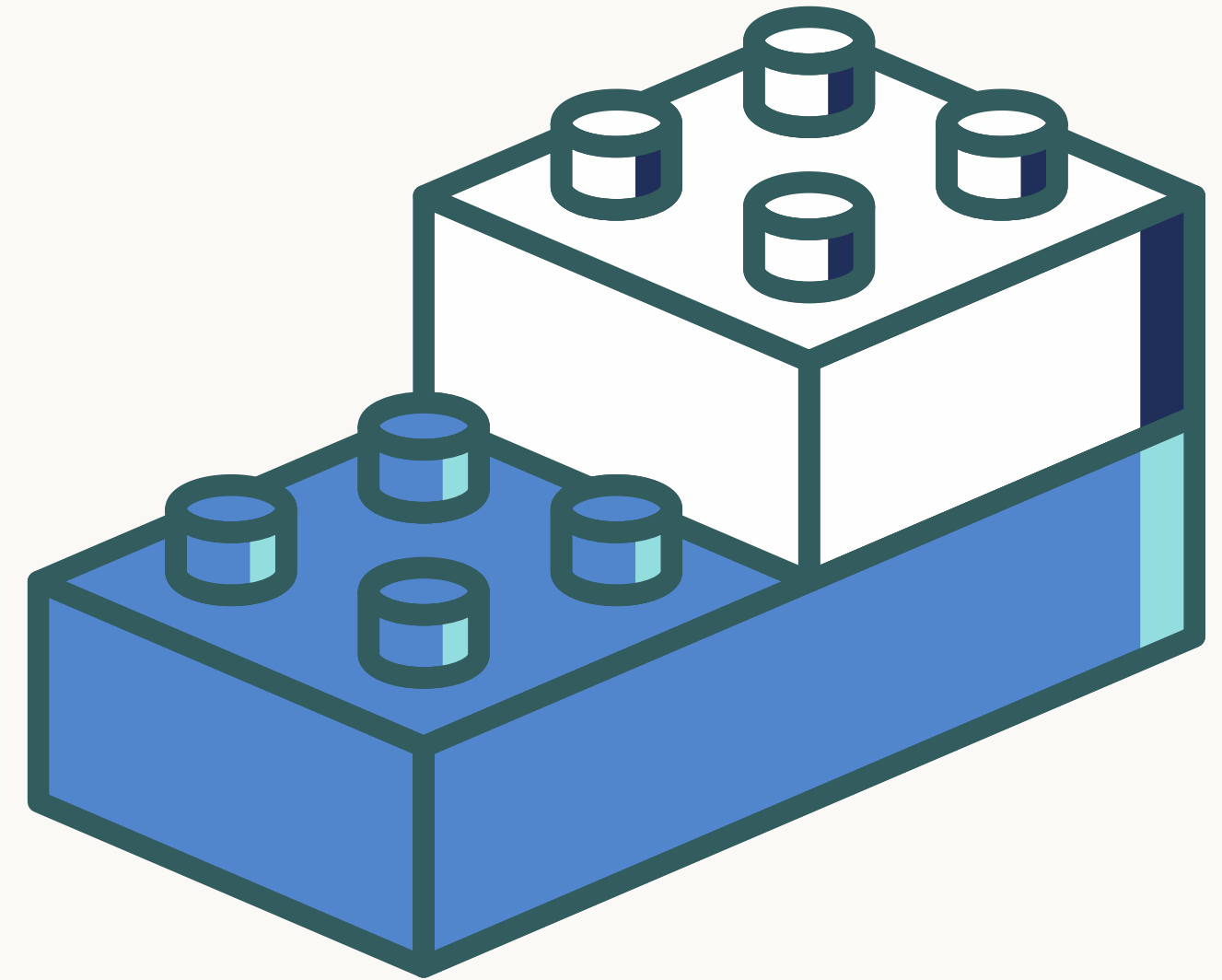
We recharge by unplugging.
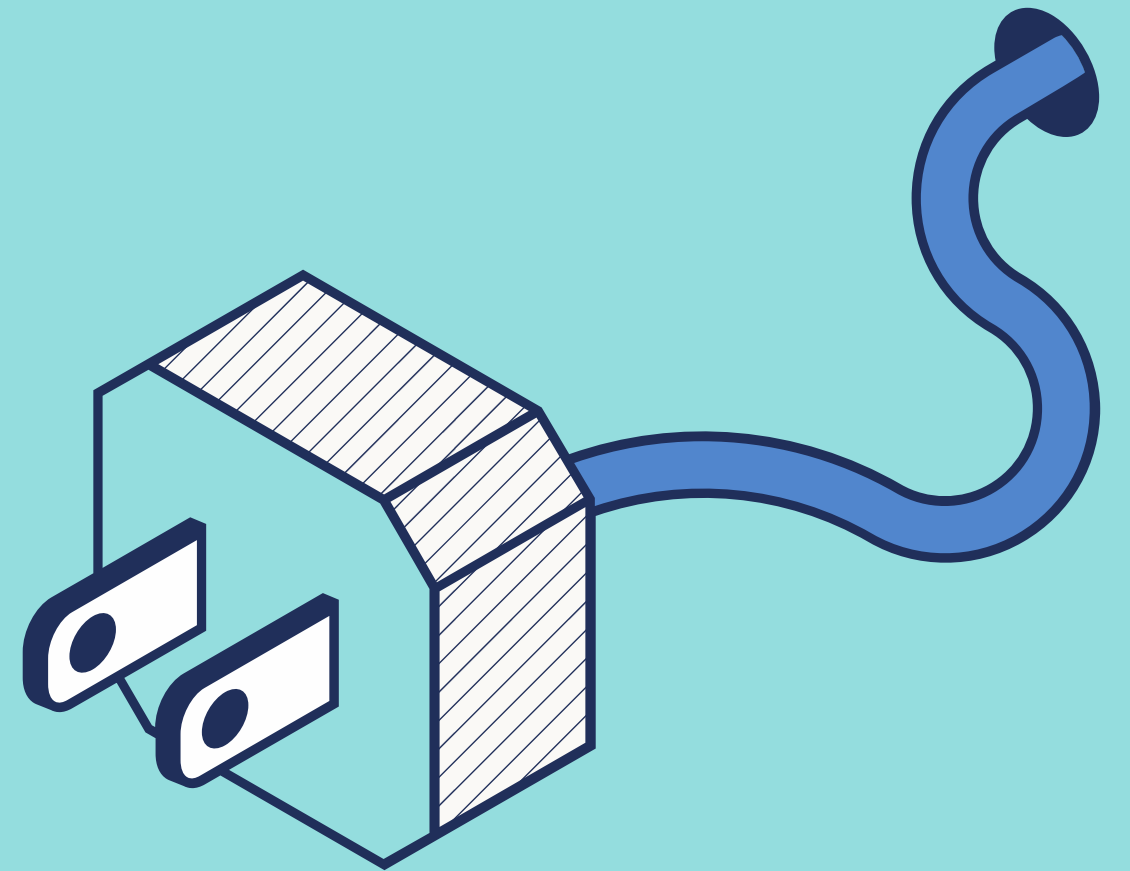
Start with Digital Boundaries

Digital boundaries refer to the limits and rules people set for themselves and others regarding their use of technology and digital communication.

Make small, gradual changes to get big results.

Small Changes

- **Blue light-blocking glasses**
- **Ergonomic assessment**
- **Paper planner**
- **Digital declutter (apps, files, bookmarks)**
- **Stronger passwords**
- **Calendar reminders**
- **Timers for focused work**

Digital Wellness Core Concepts

Digital Minimalism

Mindful tech usage. Assess app benefits and drawbacks. Limit social media time. Protect personal data. Clear digital clutter (old photos, apps).

Establish device boundaries. Avoid phone use during meals or in bed; set dedicated tech-free times and zones.

Digital Abstinence

Take breaks from devices, TV, and social media. Be mindful of content consumption. We can be informed without being inundiated.

Take news or entertainment breaks during work projects or finals. Deactivate or hibernate accounts.

Digital Resilience

A continuum of digital literacy. This involves adept navigation of software and hardware, cyber threat awareness, and adapting to updates. Emphasizing privacy and online safety is crucial.

Having agency. Making informed decisions and pursuing goals at work and at home.

Digital Citizenship

Promote kindness, respect, and advocacy online. Tackling misinformation and responsibly manage assets and resources.

Support tech recyclers by donating or purchasing from them. Opt for refurbished hardware whenever feasible.

Digital Legacy

Addressing one's digital legacy is essential as it encompasses online presence and assets posthumously.

Without thoughtful planning, managing a digital legacy can pose challenges for loved ones. Take proactive steps to create a comprehensive plan.

Accessibility

Challenge the default, dismantle barriers, and ensure content aligns with accessibility standards.

Enhance visibility by zooming in and enlarging the mouse cursor during screen shares.

Leverage digital tools to your advantage; such as the Read Aloud function in Microsoft Edge to reduce screen time.

Not Sure Where to Start? Ask Yourself

Do I need to send this email right now?	Can we host our meeting offsite or via a walk?	What is a digital boundary I need to set with my colleagues?
Do I have strong passwords for my health, finance, email accounts?	Am I spending too much time on this app?	Am I spending too much time doing Shallow Work and not enough Deep Work?
How can my work meetings be more inclusive to my coworkers?	Can I use a template to speed up this process in the future?	Will writing on paper help me process this idea and plan out my day?
Do I have too many tabs, bookmarks, and articles saved on my web browser?	Can I make changes on my laptop's settings to make me feel more comfortable?	What's a good resource to get reliable software reviews before I purchase it?

What if we do nothing?
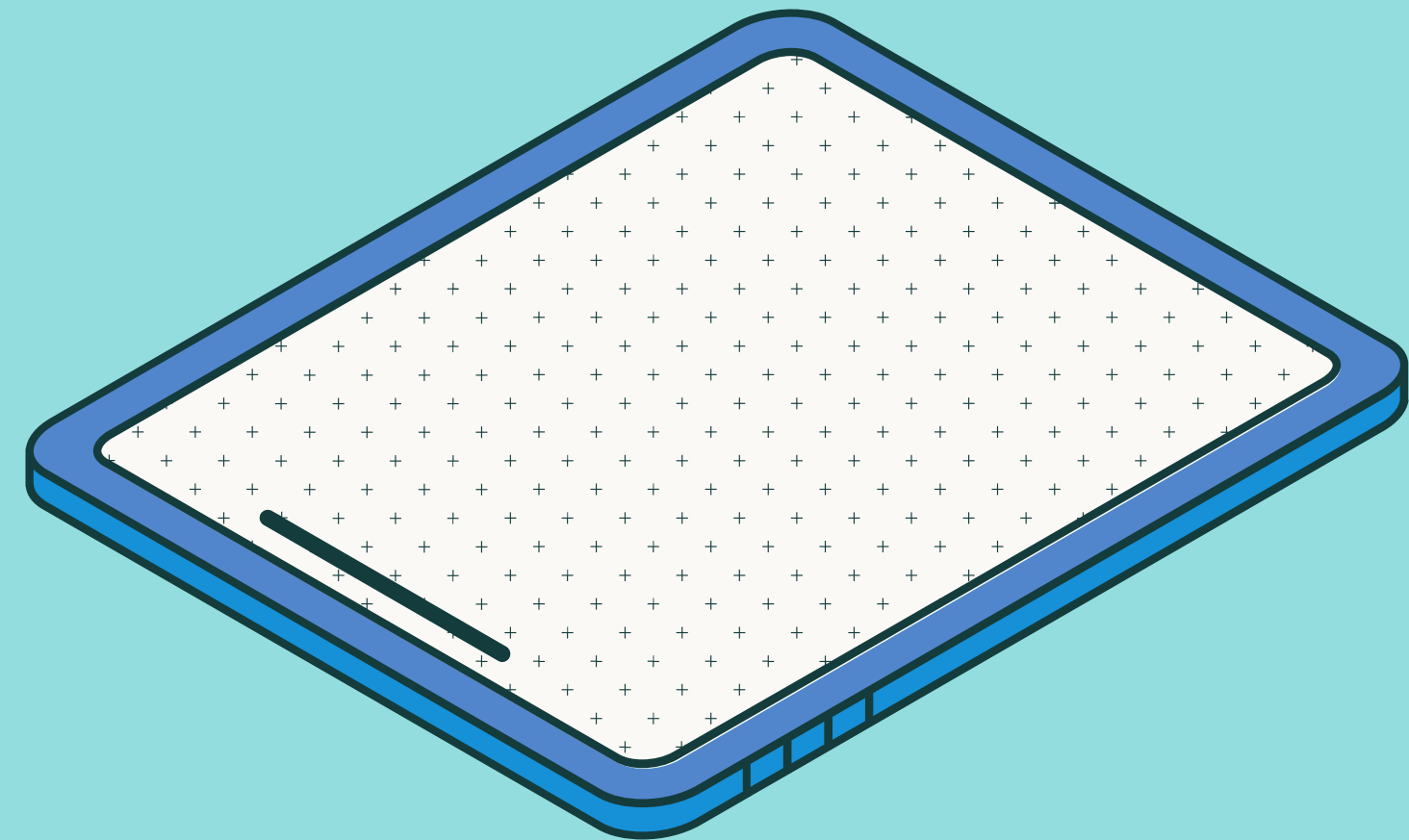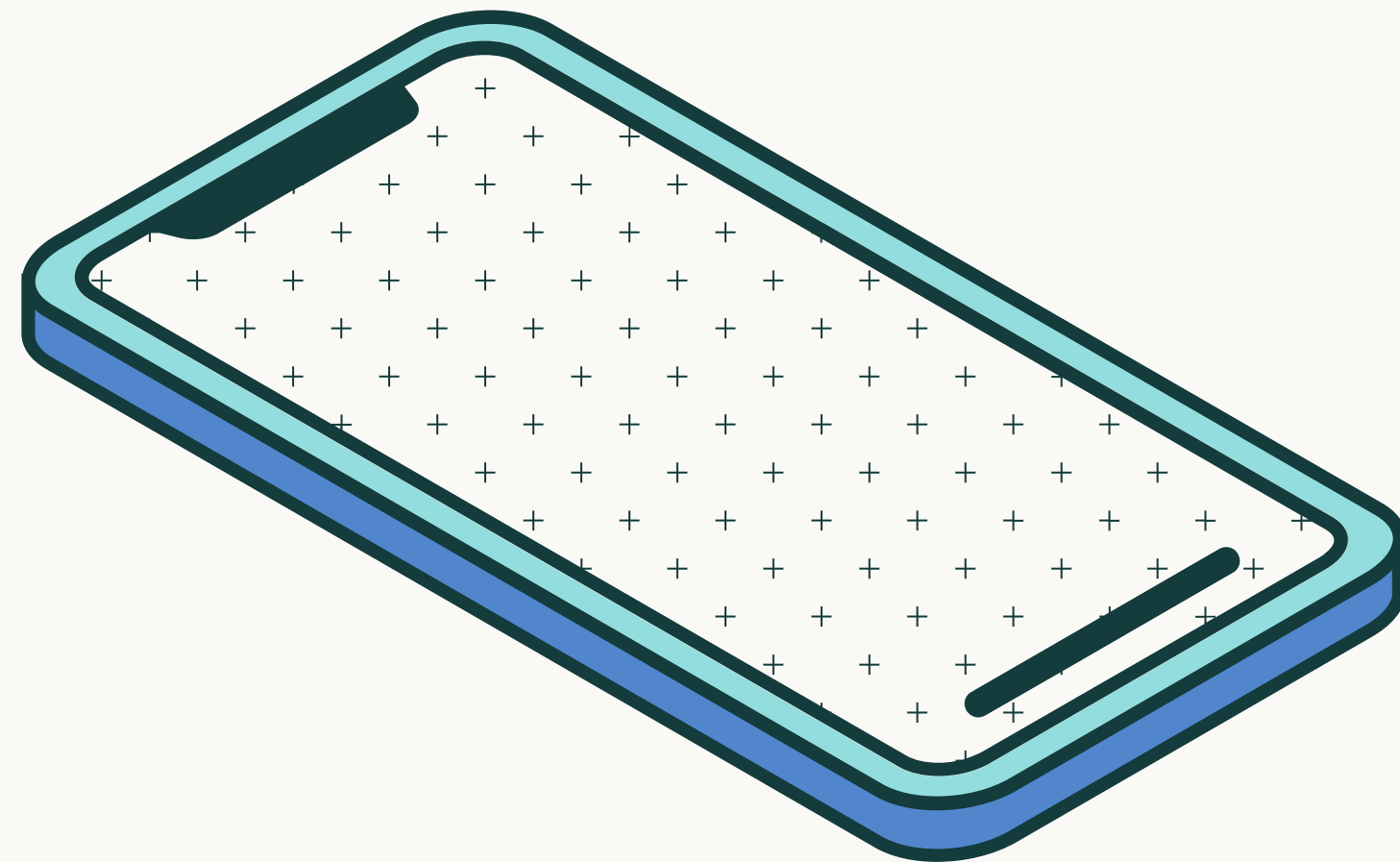
Digital Distraction

Digital distraction can also disrupt our sleep patterns, leading to sleep deprivation and its associated with negative impacts to our mental and emotional health.

Social media can negatively affect us. Too much screen time and unrealistic expectations and perceptions can lead to an increased risk of anxiety and depression.

Possible Solution:

Engage in device, work, and social media breaks, whether brief or extended. Experiment with low-stimulation activities. Foster open communication.

Assess: *Do I prioritize enough rest to accomplish my desired tasks effectively?*

Content Overload

In today's digital world, we're bombarded with an overwhelming amount of information, leading to stress and reduced productivity.

Adding to the uncertainty is the spread of misinformation online, which can cause confusion and distrust.

Meanwhile, the influx of AI apps flooding the market adds another layer of overwhelm, leaving us unsure of which tools to trust and adopt.
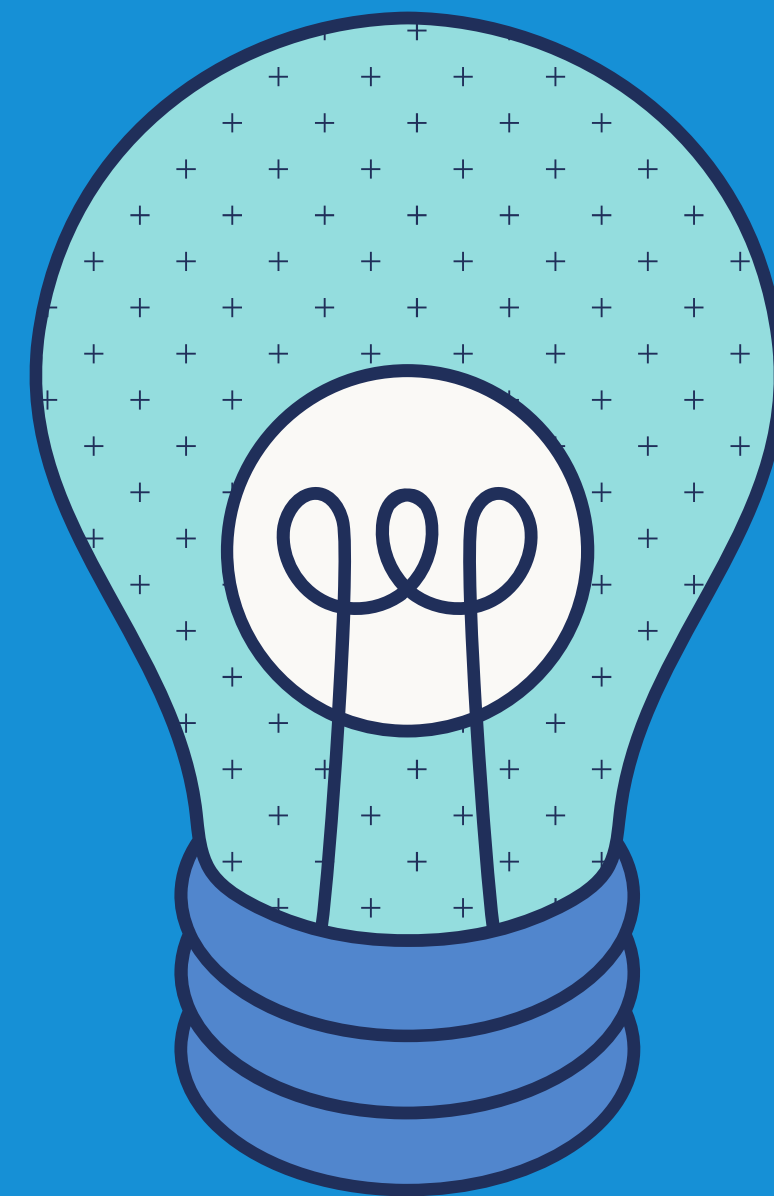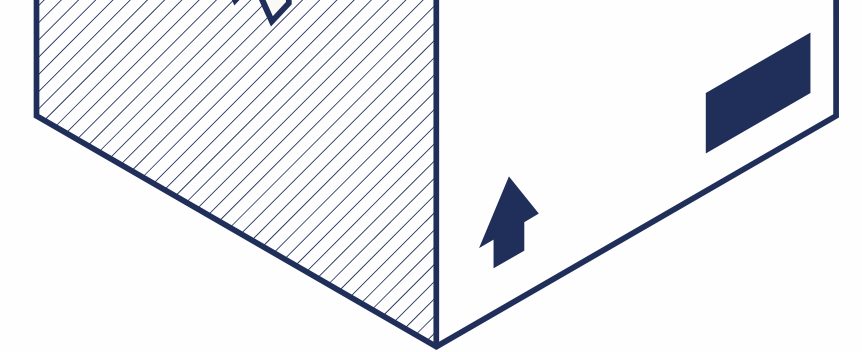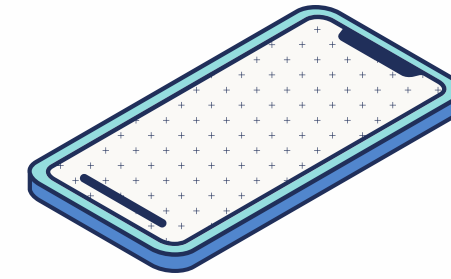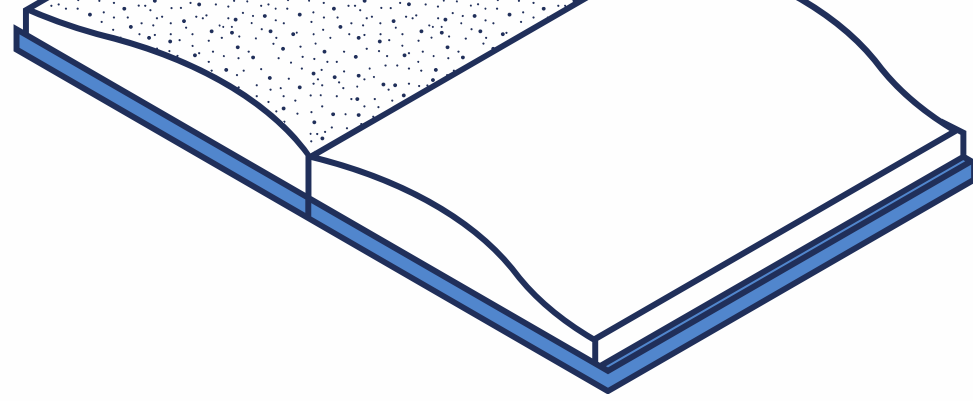
Possible Solution:

Evaluate content and apps with reliable sources and experts.

Opt out and filter irrelevant content.
Subscribe to Newsletters.
Dispose of unnecessary digital clutter.

Library
Program Ideas

Digital Decluttering

Strong Passwords

- Remove or deactivate accounts. Eliminate unnecessary photos, bookmarks, documents, and emails. Organize and retain important files. Uninstall redundant apps.

- Streamline email management by filtering incoming messages and unsubscribing from irrelevant ones.

- Highlight the significance of pacing: "Tackle tasks gradually, one step at a time."

- Prioritize Financial, Healthcare, and Email Accounts, as they hold critical importance.

- Educate others on creating robust passwords and passphrases.

- Explore the benefits and usage of 2FA and Password Managers.

Tech Recycling Drive

- Collaborate with local recyclers and government agencies to organize an event at your library or community organization.

- Consider hosting a shredding event or a DIY repair café.

Before You Download/Buy

- Educate patrons on accessing credible reviews from sources like Common Sense Media and Consumer Reports.

- Clarify terms such as freemium, subscription models, open-source, and premium.

- Encourage patrons to practice using library-owned devices.
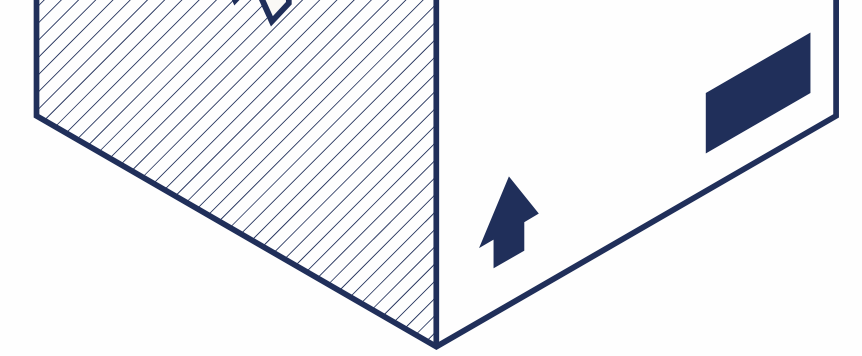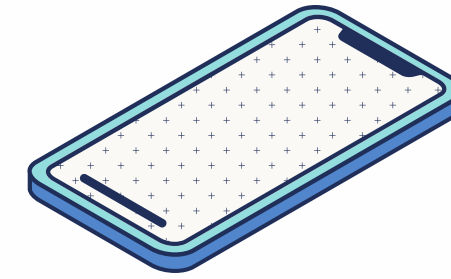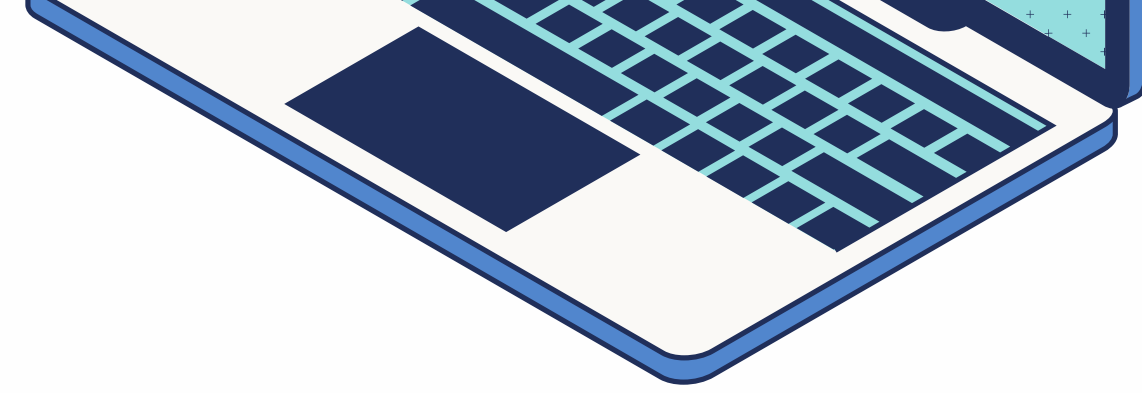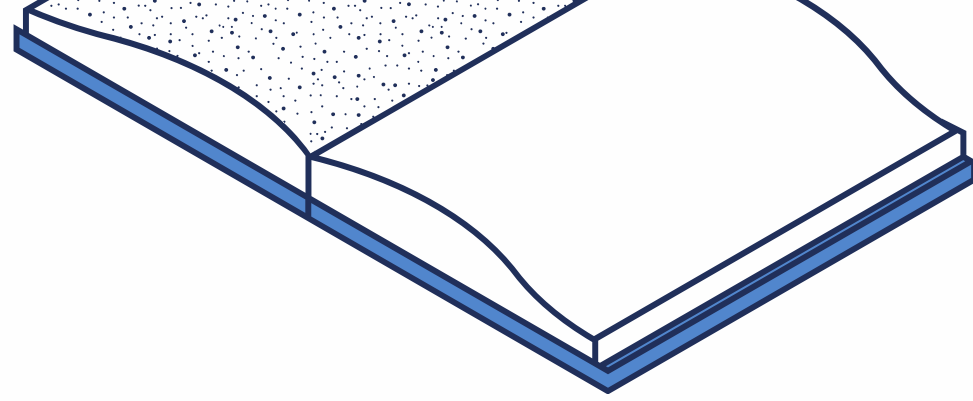
Skill-Based Workshops

- Emphasize skill development over specific tech tools, such as scrapbooking, conducting interviews, and memoir writing.

- Design projects centered around social causes or community engagement to teach photography, video editing, and sound recording skills.

Digital Legacy

- Guide patrons in backing up, organizing, and securely storing their files and passwords, involving trusted individuals.
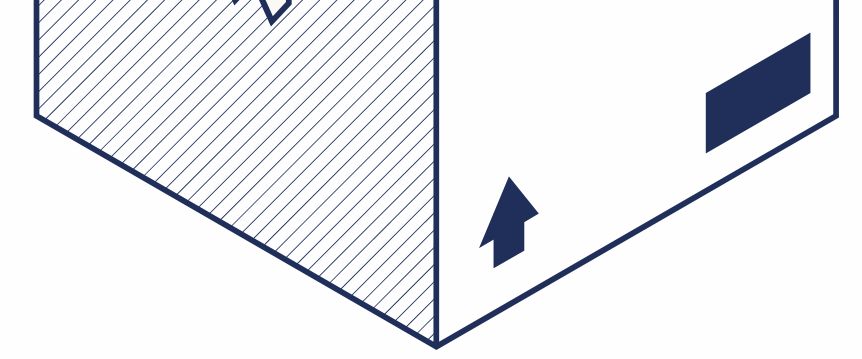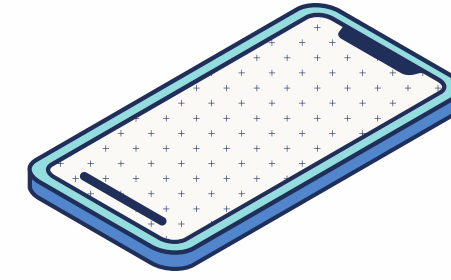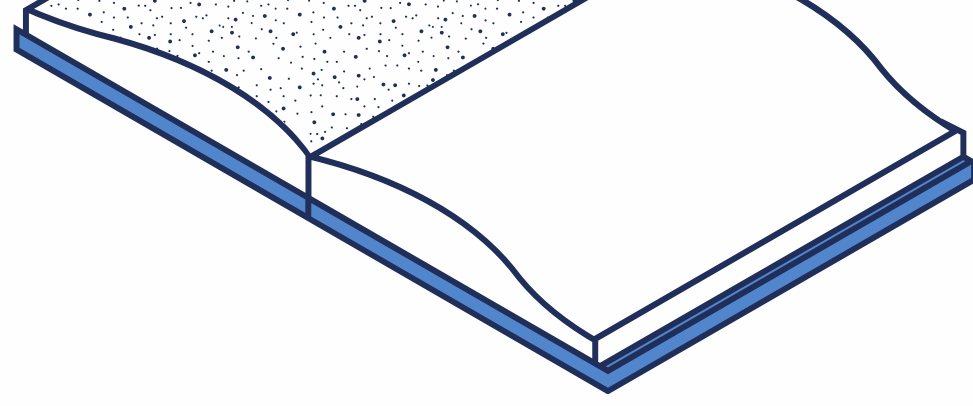
Calendar Management

- Teach patrons on creating appointments and recurring events in their digital calendars.

- Utilize color coding to efficiently track birthdays, medical appointments, recurring payments, and vacation.

Settings Deep Dive

- Explore accessibility features and user experience enhancements within library apps, smartphones, tablets, and computers.

- Examples include adjusting mouse cursor size, enabling dark mode, and managing notifications for a personalized experience.

TeleMed Help

Digital Wellness Book Clubs/Talk
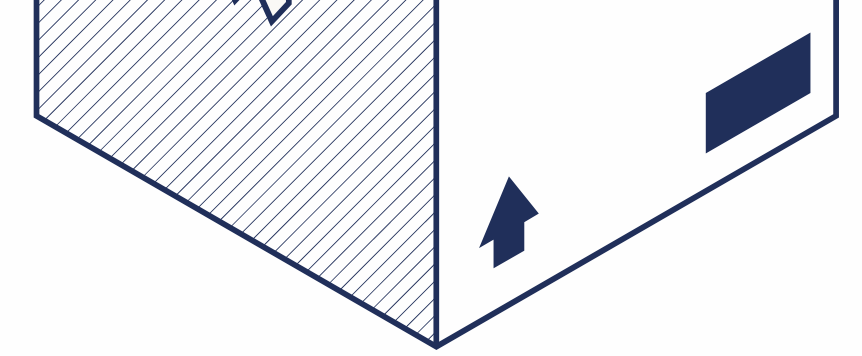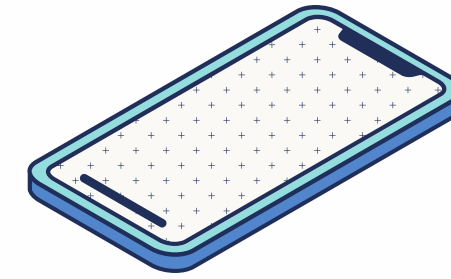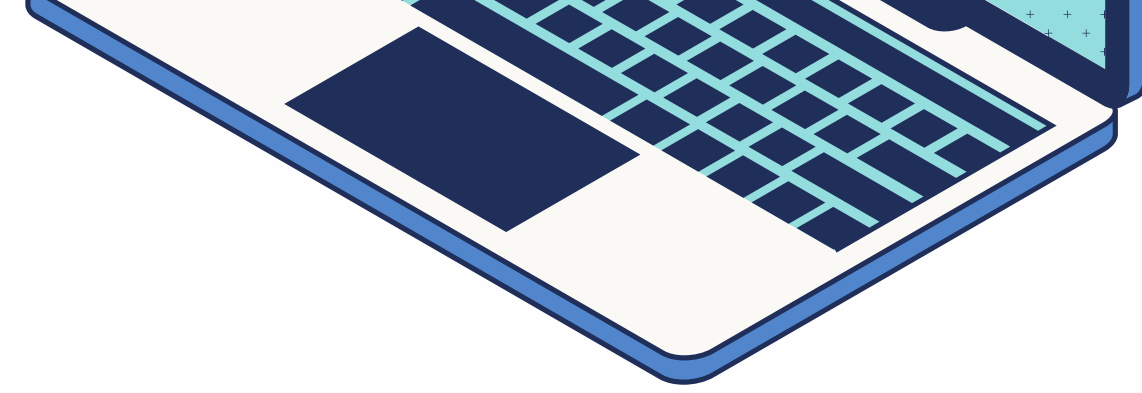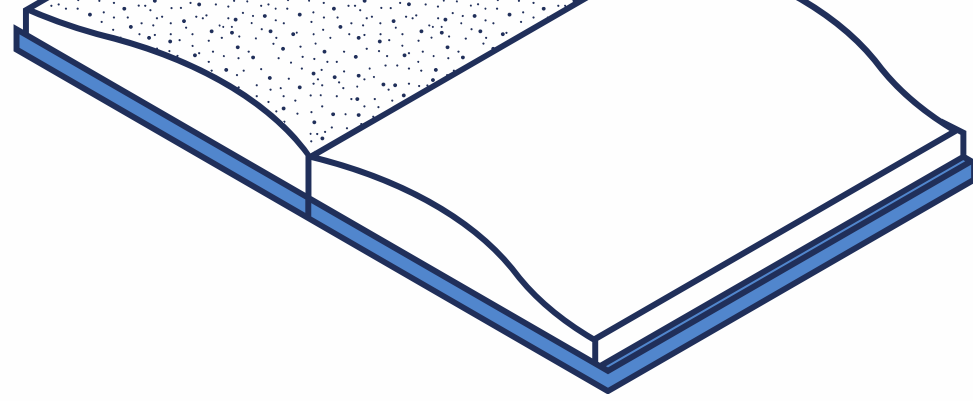
- Guide patrons through the process of logging into their video conference appointments.

- Demonstrate how to use platforms like Zoom, Google Meet, or Teams.

- Share tutorials for using TeleMed apps.

- Offer a private space for their appointments to ensure confidentiality.

- Organize a book club centered on promoting digital wellness, discussing the impact of small changes in daily routines.

- Consider titles such as:
  - "The Life-Changing Magic of Tidying Up" by Marie Kondo
  - "Atomic Habits" by James Clear

"Deep Work" Workshop

Intergenerational Tech Help

- "Deep Work" by Cal Newport stresses focused, undistracted work for achieving high-level cognitive tasks and producing valuable output.

- Students benefit by dedicating focused time to studies, leading to improved academic performance, critical thinking skills, and deeper understanding of coursework.

- Foster intergenerational connections and break down digital divides.

- Volunteerism in tech assistance promotes empathy, patience, and communication skills in young people while allowing older adults to stay connected and engaged in today's digital world.

Resources

WEBSITES

The Federal Trade Commission	Resources and printable material for all ages. Report phishing, scams, identity theft. Register for the "Do Not Call List". Free credit report.
Common Sense Media	Common Sense Media is an organization that reviews and provides ratings for media and technology with the goal of providing information on their suitability for children and families.
AlternativeTo.Net	Looking for a free alternative to Photoshop? AlternativeTo lets you find apps and software for Windows, Mac, Linux, iOS, Android, and online.
Terms of Service; Didn't Read	Terms of Service; Didn't Read (ToS;DR) is a community project which aims to analyze and grade the terms of service (TOS) and privacy policies of major Internet sites and services.
Have I Been Pwned	Have I Been Pwned allows you to search across multiple data breaches to see if your email address or phone number has been compromised.
Khan Academy AI for Education	Khan Academy is a nonprofit with the mission of providing a free, world-class education for anyone, anywhere.
Avast Academy	Learn about digital security, online privacy, and device performance from Avast.
Cover Your Tracks	Test your browser to see how well you are protected from tracking and fingerprinting.
Data Detox Kit	Everyday steps you can take to control your digital privacy, security, and wellbeing in ways that feel right to you.

ARTICLES

search

[What is a digital legacy?](#)	[Why 'dark mode' causes more accessibility issues than it solves](#)
[Creating Digital Boundaries: Having a Strategy for Managing Technology](#)	[Use Screen Time on your iPhone, iPad, or iPod touch](#)
[How Does the 20-20-20 Rule Prevent Eye Strain?](#)	[Use Immersive Reader In Microsoft Edge](#)
[Keep Your Passwords Strong and Secure With These 9 Rules](#)	[AI Literacy Framework](#)
[More than Half of Generative AI Adopters Use Unapproved Tools at Work](#)	[Is your nonprofit thinking about using ChatGPT? Your first step is to do no harm](#)
[Break Up With Your Smartphone](#)	[How to enable and use Google Chrome's Reading Mode](#)
[The 6 best time tracking apps in 2024](#)	[AI literacy might be ChatGPT's biggest lesson for schools](#)

VIDEOS

BOOKS

Digital Minimalism: Choosing a Focused Life in a Noisy World by Cal Newport (2019)	*Atomic Habits: An Easy & Proven Way to Build Good Habits & Break Bad Ones* by James Clear (2018)
How to Break Up with Your Phone: The 30-Day Plan to Take Back Your Life by Catherine Price (2018)	*Ten Arguments for Deleting Your Social Media Accounts Right Now* by Jaron Lanier (2018)
Make Time: How to Focus on What Matters Every Day by Jake Knapp and John Zeratsky (2018)	*Reader, Come Home: The Reading Brain in a Digital World* by Maryanne Wolf (2018)

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Questions to Ask About AI Tools

What is my organization's policy with using AI tools?

How do I avoid bias?

What data of mine is this tool collecting?

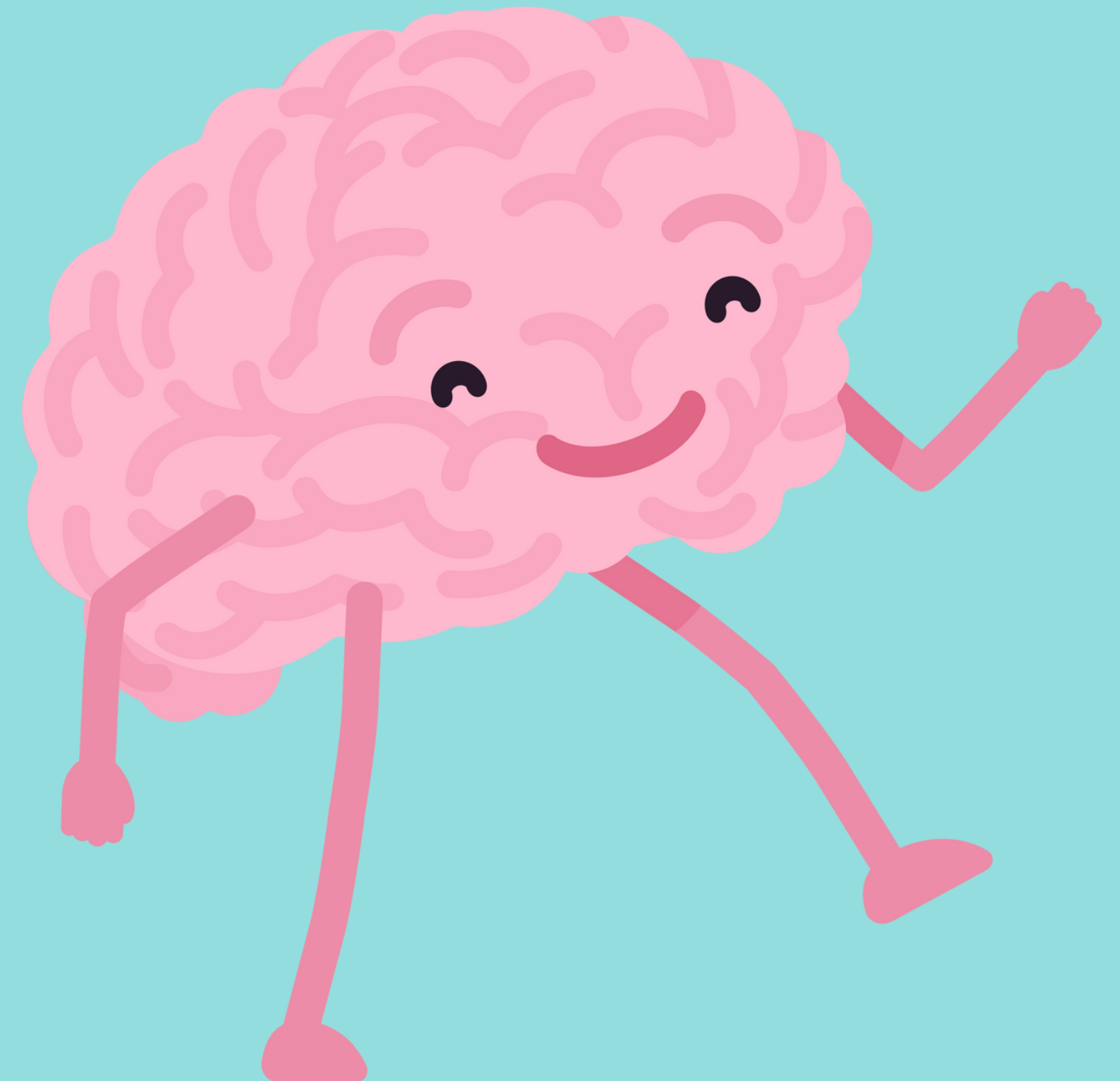Where is the tool storing my data?

How is my data encrypted?

What safeguards does the tool have in place for data theft, leak, or breach?

Change begins with us.

Try avoiding media and texting for a few hours a day.

Let your mind rest. Our minds are meant to have ideas and not to hold them.

Thank you, Kansas!

I'm happy to answer your questions. Send me a note at
CarlosGaleana.com