

APPLICATION & REFLECTION

APPLICATION

How do I intend to apply Digital Wellness with my colleagues?

How do I intend to apply Digital Wellness with my patrons?

REFLECTION

Regarding a Digital Wellness topic, what am I most excited about?

Where do I need more support, guidance, and resources?



SMART GOALS

What is your digital wellness goal for the season? How will you accomplish this? Some examples are closing accounts, organizing photos, decluttering browser bookmarks, and learning a new skill online. The SMART goal framework can help you get started.

SPECIFIC

Define exactly what aspect of digital wellness you want to focus on. For instance, it could be reduce screen time after 6 pm or deactivate a social media account.

MEASURABLE

Establish metrics to track progress and success, such as hours spent on devices per day, the number of uninterrupted hours of sleep, or tasks completed within a set timeframe.

ACTIONABLE

Ensure that your goal is realistic given your resources, time constraints, capabilities, current workload, and commitments.

REALISTIC

Reflect on why digital wellness matters to you and how it fits into your broader personal or professional goals.

TIME-BOUND

Set a specific timeframe for achieving the goal. This could be weekly, monthly, or quarterly targets depending on the nature of the goal.



THE 5S METHOD

The 5S method was developed in Japan as part of the Toyota Production System, primarily by Hiroyuki Hirano and refined by Toyota engineers. It is a systematic approach to workplace organization focusing on five principles: Sort, Set in Order, Shine, Standardize, and Sustain.

In the context of digital wellness, the 5S method can be applied as follows:

STEP 1: SORT (SEIRI)

Remove unnecessary items, keep only what's needed, unsubscribe from unnecessary emails, create a weekly or monthly routine to delete irrelevant computer files, and evaluate and declutter digital devices, files, apps, and notifications.

STEP 2: SET IN ORDER (SEITON)

Organize items for easy access. Everything has a place. Assign a "home" for your mobile device, like a docking station or phone holder. Create folders, use labeling systems, and establish clear structures to locate and access information when needed easily.

STEP 3: SHINE (SEISO)

Tidy up regularly. A clean and ordered physical and digital space promotes your mental clarity. This involves clearing the cache, deleting unused apps or files, and ensuring devices are updated for optimal performance.

STEP 4: STANDARDIZE (SEIKETSU)

Create simple, repeatable routines to keep order. Use calendar reminders for weekly backups and clean-ups. Set boundaries for screen time, create schedules for checking emails and messages, and establish data backup and security protocols.

STEP 5: SUSTAIN (SHITSUKE)

Make 5S a habit. Reward yourself, maybe with a special treat or a favorite show. Cultivate habits and practices to maintain digital wellness over time. Continuously review and improve digital organization processes.