

Well-being workshop @memoQfest

by Dominika Olszewska



Who is this for & what will we learn?

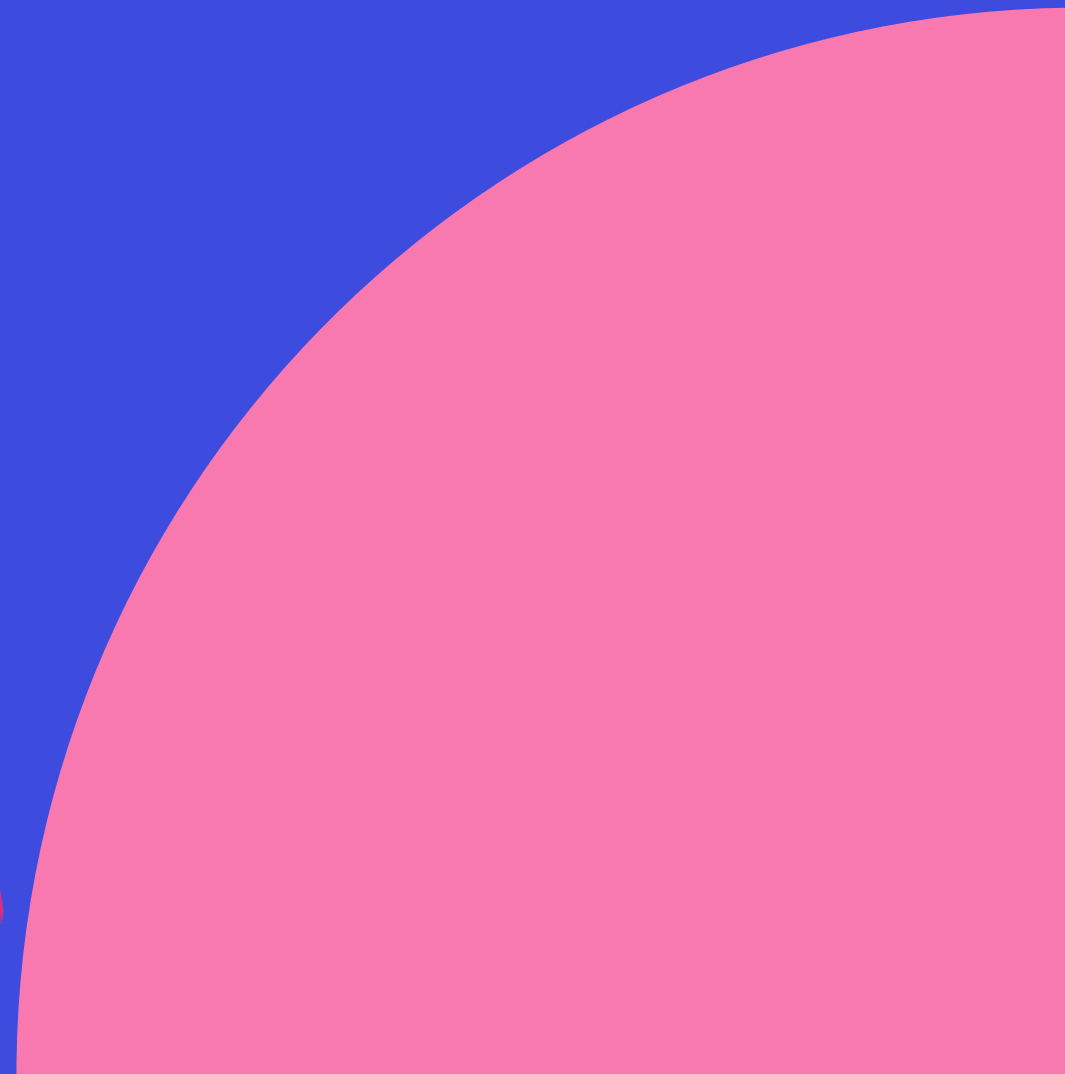
Every localisation professional who is keenly interested in increasing their well-being, not only for their own sake but also for the sake of their business.

We'll learn about our attention and why it's so hard to focus. We'll talk about specific techniques to restore attention, focus and recharge our cognitive resources.



Digital
Wellbeing
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Why & how it started?



Digital Wellbeing @memoQfest

How familiar are you with the topic of Digital Well-being?



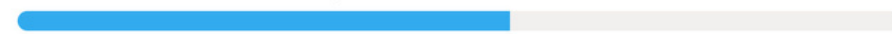
Poll created by speaker,
Dominika Olszewska

Your answer:

Poll Results

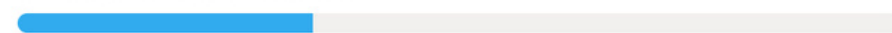
9 Answers

Not familiar at all, but curious!



5/9

Somewhat familiar



3/9

Very familiar - I know all about it!



1/9

What is your role at the company you work for (management, freelancer, owner, etc.)



Poll created by speaker,
Dominika Olszewska

Your answer:

Sales Management

Poll Results

- sales and marketing
- Project Manager and translator
- Sales Management
- project manager
- Technology Manager
- System Administrator
- CTO
- project management
- Head Slave (an un- free Freelancer)
- freelancer
- Director of Operations



"...attend to your own
mask first before
assisting others."



Well-being is a journey

EMPLOYEE Well-being Indicators

Emotional

Physical

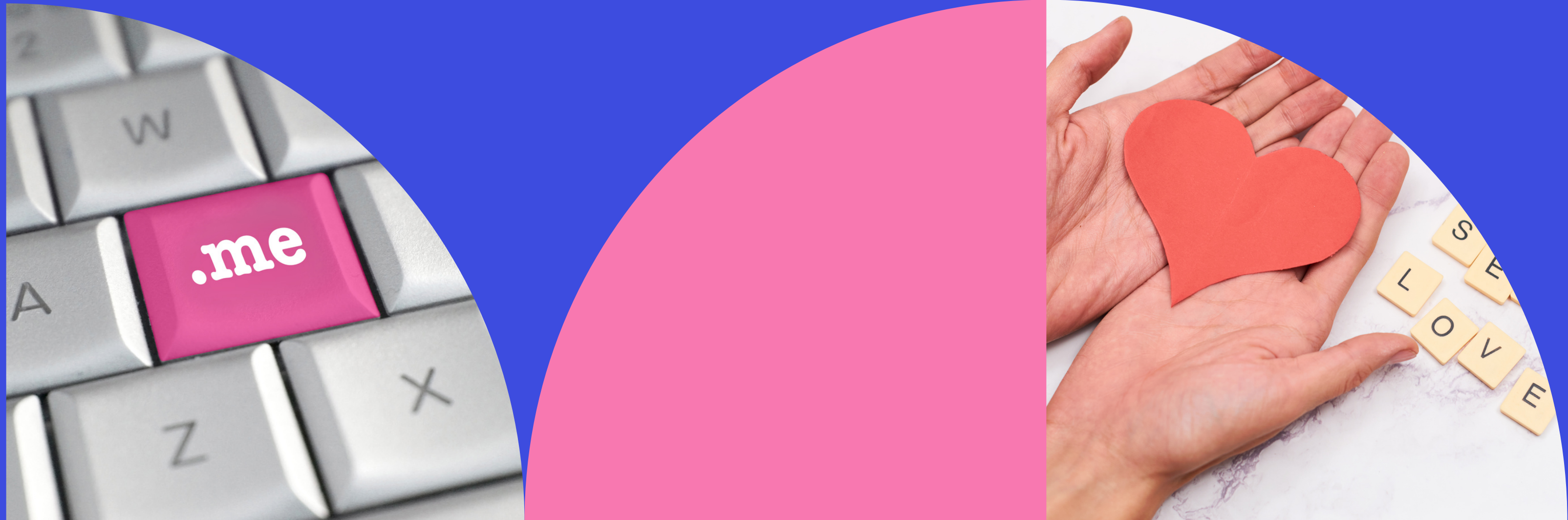
Social

Financial

- diet
- exercise
- mental health
- physical health
- social life / community
- digital well-being
- personal growth
- spiritual life
- psychological safety
- what else?

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Me as a whole



Exercise one



- What's important to me?
- What are my values?
- What are my goals? What do I want to achieve?
- Does the way I use my devices facilitate my progress or impedes it?

What if...? Visualise it!

Digital well... what?



Mindful usage of technology & devices supporting a balanced, healthy and happy life.

Healthy digital diet!



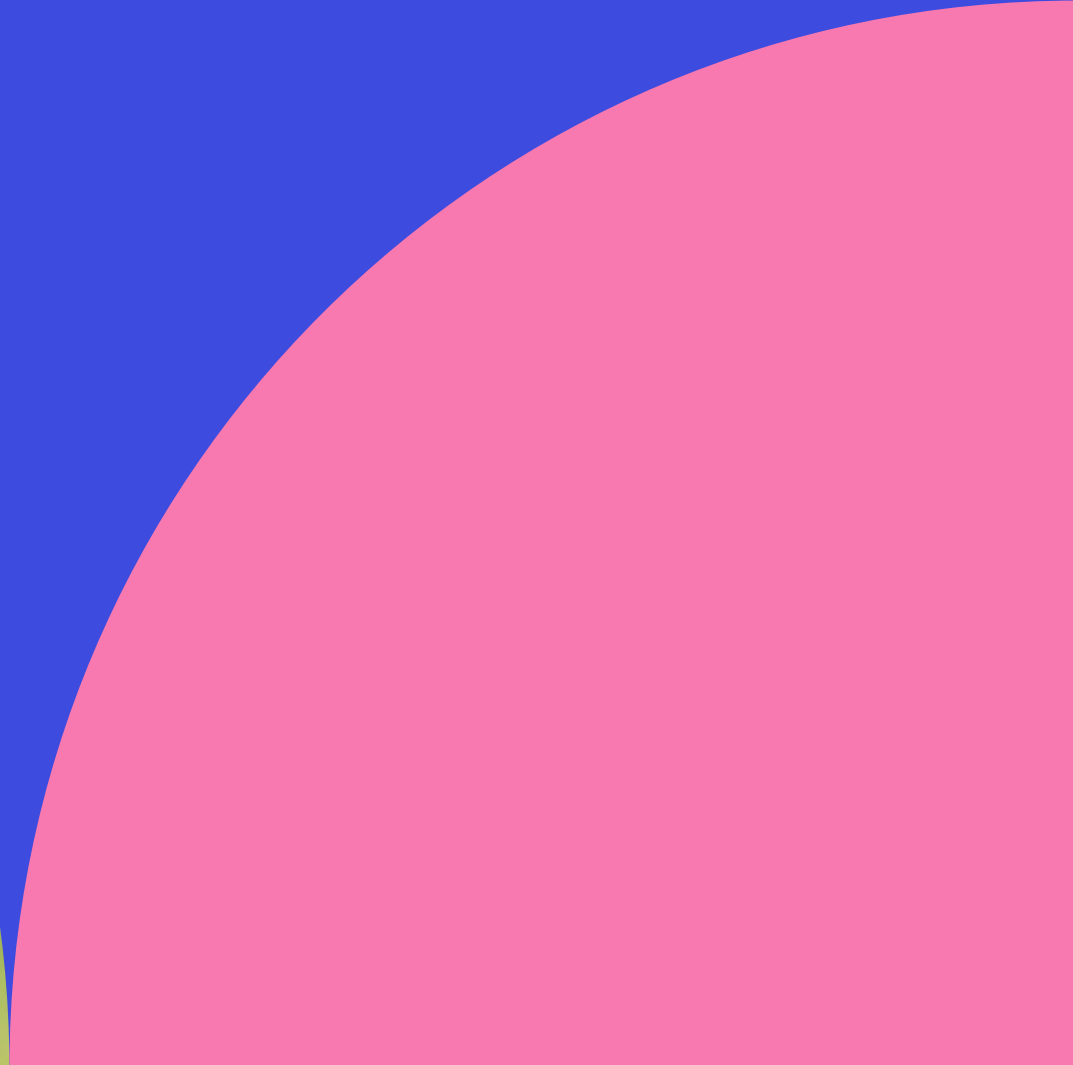
- reasonable control over usage
- usage aligned with our values (80-20 rule?)
- doing things that bring us closer to achieving our goals
- avoiding self-sabotage
- taking non-digital breaks

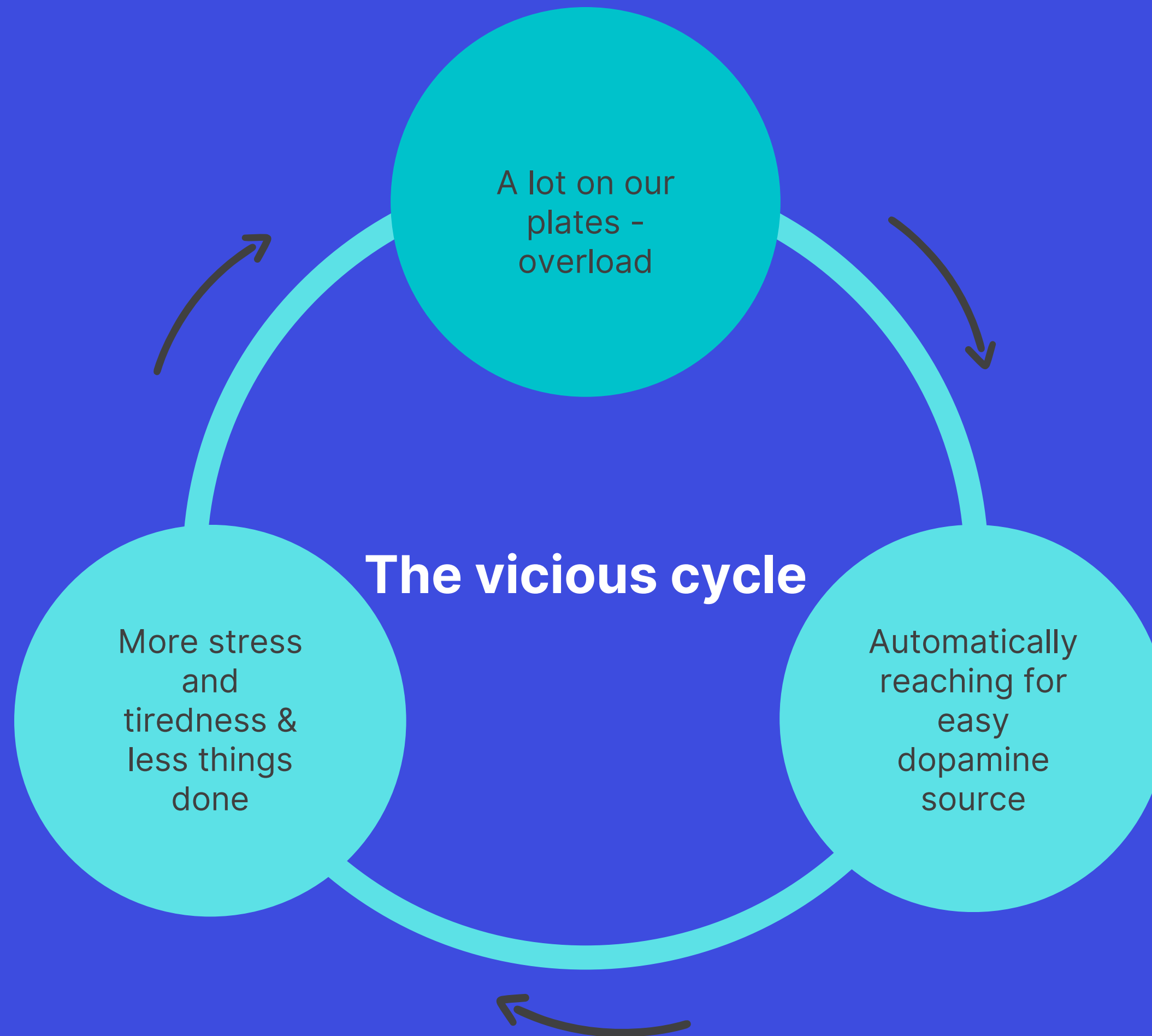
What's in it for you?

- better focus
- increased productivity (productive brain = happy brain!)
- better physical health (sleep, hormonal balance, more time for working out)
- better mental health (regaining control over devices, more time for passions and growth, more rest)
- being more purposeful about how we spend our time = satisfaction)
- creating space for self-reflection
- creating space for creativity
- creating space for old/new passions
- - ...




Ah... the mammal brain!





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What digital habit of yours do you find to be the hardest to get rid of? (Going down the rabbit hole on YT, checking emails outside of work, scrolling TikTok at night, etc.)

 Poll created by speaker,
Dominika Olszewska

Your answer:
Whatsapping

Poll Results

- Ignore incoming emails and chat messages
- scrolling insta
- Scrolling social/YouTube at night
- Whatsapping
- scrolling instagram
- Doing a PhD on everything I buy on the web. Over-researching.
- instagram reels

What distracts you most while working?

 Poll created by speaker,
Dominika Olszewska

Your answer:

Poll Results

- Teams messages and Outlook notifications
- interruptions
- boredom
- constant admin and orga stuff
- co-workers
- Life in general (family, outside noise, tax notices)
- the noises

DOPAMINE MINDSET & DRIVE

HUBERMAN LAB



Controlling Your Dopamine For Motivation, Focus & Satisfaction

In this episode, Dr. Huberman discusses the immensely powerful chemical that we all make in our brain and body: dopamine.

 Huberman Lab / Sep 27, 2021

Exercise two



A) Think about your digital habits.

- Which are hardest to control? What's my cryptonite?
- Why do it do what I do?
- When am I most likely to do it?

B) What would I rather do? What I could do instead?

C) If I were to uninstall all the apps from my phone and intal only 5 - which ones would they be?



FOCUS!



- novelty bias
- alerting, orienting, executive memory
- unanswered email decreases our IQ by 10 points!
- hyperlinks in texts make us impatient for the next new thing – novelty bias

FOCUS!



- focus is what makes us human
- means to achieving our goals
- can be pleasant! = FLOW
- technology-induced and self-interruption
- every 40 seconds!
- 24 minutes to get back to focus
- hybrid workers 2.5 times more prone to digital distractions

Sooo... what's wrong with multitasking?

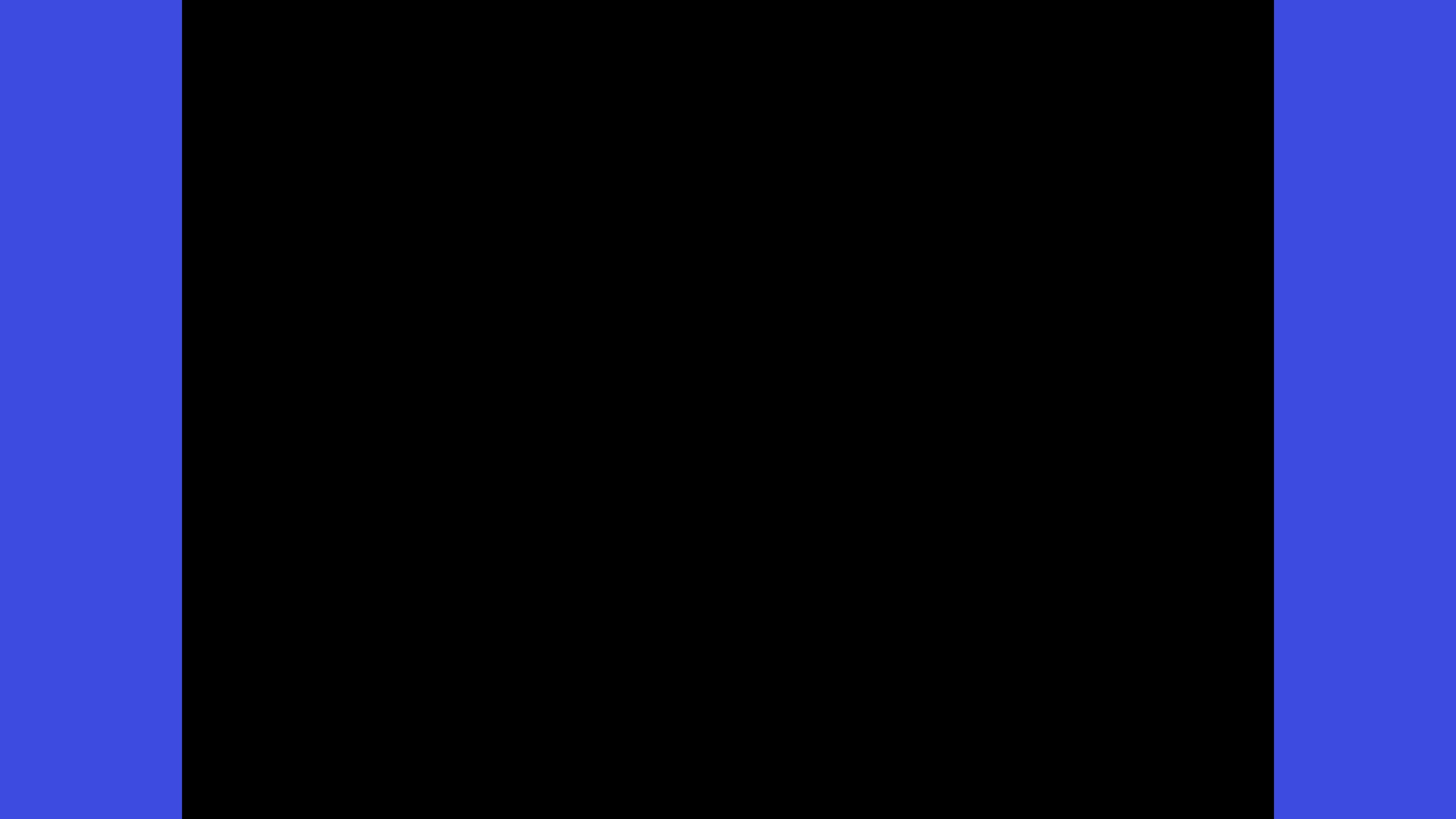


- people are not made to multitask
- prevents us from focus
- it's basically constant context switching = brain drain
- feeding our distracted modus operandi
- cost of this attention switching: higher workload, more stress, frustration & mental effort = 'invisible work'.

Attention span



Great book by world top researcher of attention span and multitasking in the workplace
- Gloria Mark.



But is multitasking really impossible? (exercise three A1...)

Could work when:

- 1) Tasks are dissimilar.
- 2) Tasks are simple.
- 3) When at least one of the tasks does not require conscious attention.

For example: listening to music, while driving; alking on the phone, while doing the laundry; knitting while watching TV.

Multitasking won't work, on the other hand when:

- 1) Tasks are similar.
- 2) Tasks are difficult.
- 3) When both tasks require conscious attention.



Townhall discussion

- When do you find yourself multitasking most?
- What's your gut feeling about the meetings at work?
- **How is your work-life balance?**

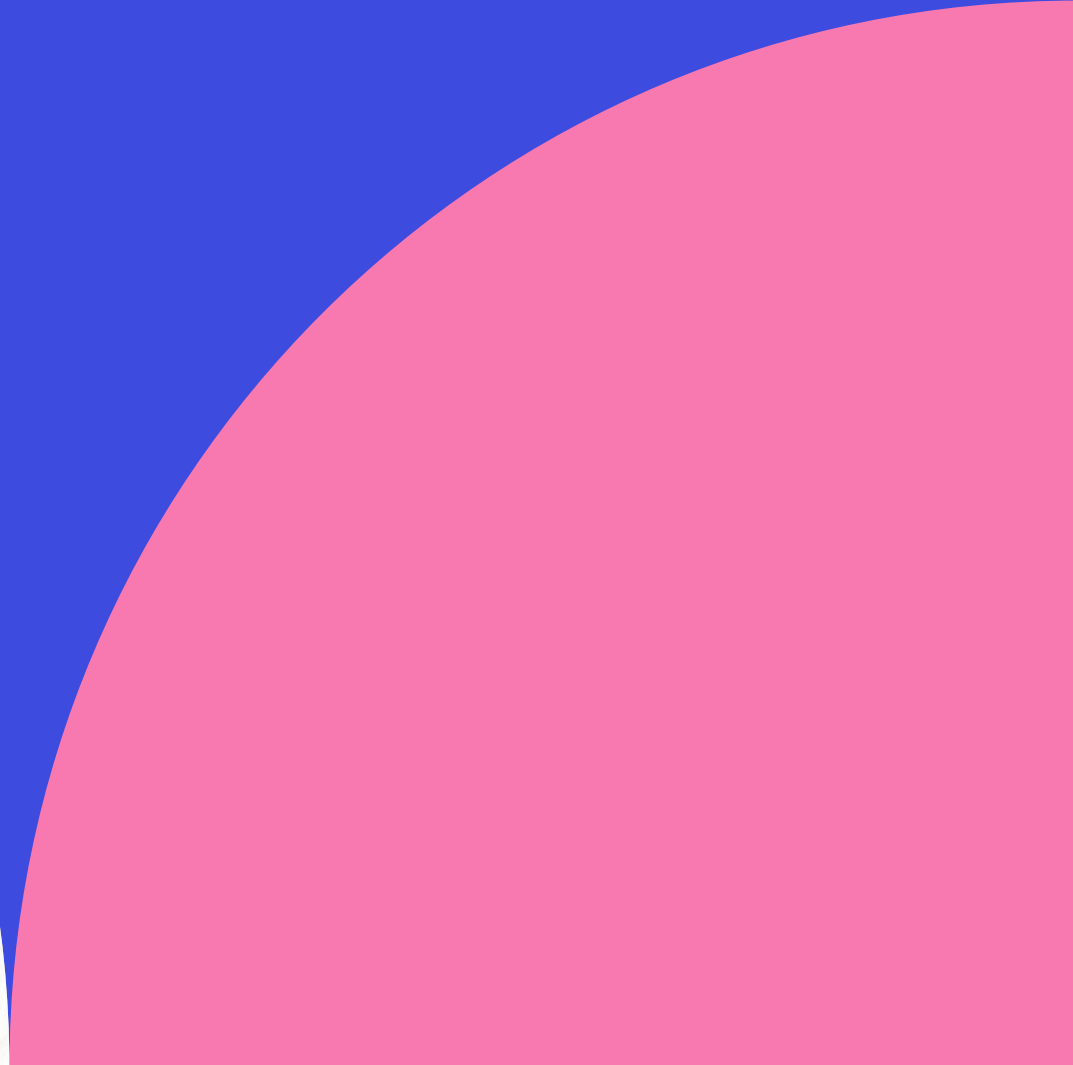


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[https://www.youtube.com/watch?
v=KdyoOuX_2c4](https://www.youtube.com/watch?v=KdyoOuX_2c4)

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Breathe in... breathe oooooout...



Attention restoration theory (ART)



- Taking non-digital breaks
- Contact with nature (Kaplan)
- Reading (start small)
- Getting creative!
- Setting time-slots for focused work
- Mindfulness/meditation
- learning new things
- physical exercise

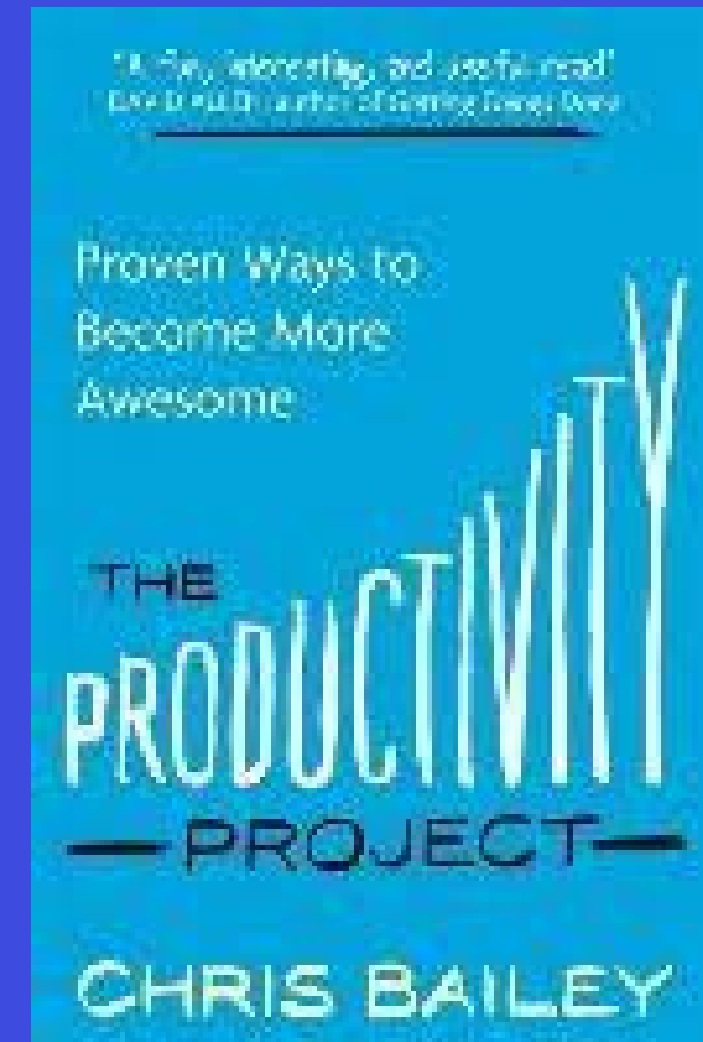
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Dr Anastasia Dedukhyina
Consciously Digital
Ted Talk: Could you live without a smartphone?



Cal Newport
Deep Work



Chris Bailey
The Productivity Project

Some tips...

- Don't be slave to notifications! Turn them off!
- Don't sleep with your phone (limited attention and decision-making skills)
- Keep your phone quiet and away while working
- Don't open multiple tabs
- Read on paper whenever you can
- Focus ritual
- Work music
- Checking things off a to-do list
- 5 min mindfulness / breathing exercise
- Find your biological prime time
- Physical exercise



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And some tools

FLOWN



News Feed Eradicator

★★★★★ 1 613 ⓘ | Produktywność



Forest

Stay focused, be present



StayFocusd



Go Zen

TomatoTimer

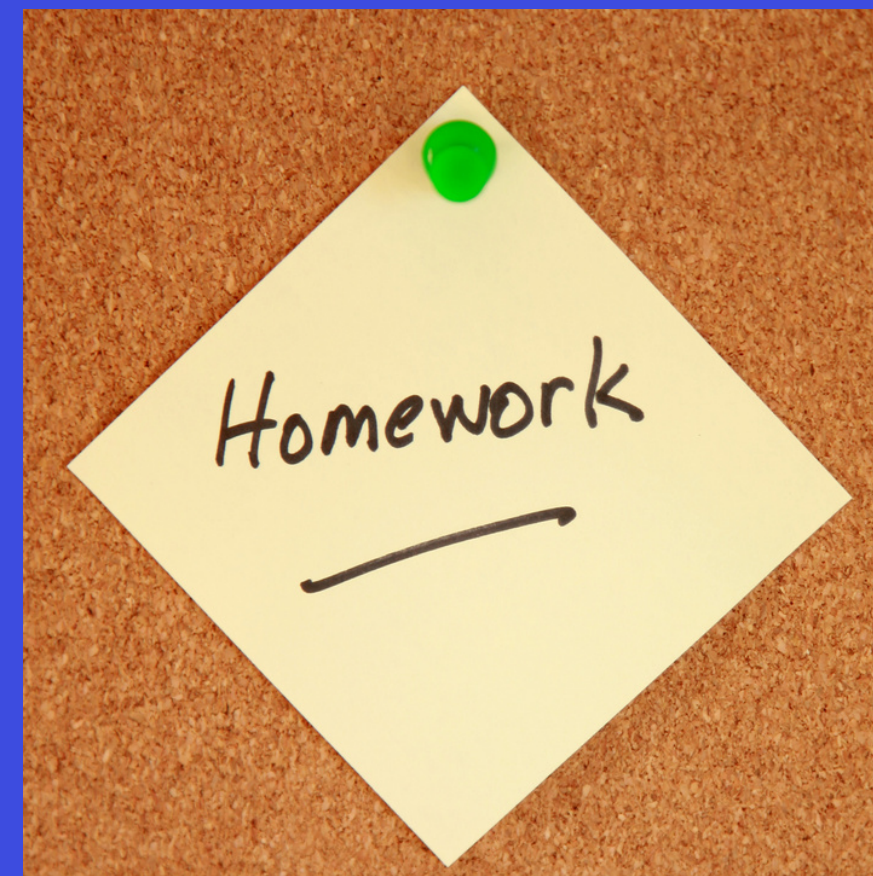
SPACETIME MONOTASKING



Hootsuite®

Homework ;)

- Design your perfect focus space and ritual.
- Identify your biological prime time (Chris Bailey)
- List 3 non-digital breaks you could take
- Day dream!
- Resume/start a non-digital hobby



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ThanQ!

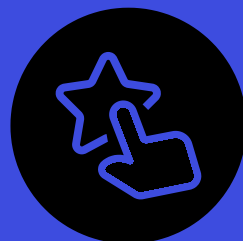
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session feedback - Whova app