



Incorporating Technology Mindfully for Better Work-Life Balance

Is technology making work-life balance easier or more difficult to achieve?

The abundance of notifications and applications on our mobile devices has streamlined work, connectivity, and communication. But, at the same time, these tech conveniences can also be incredibly distracting, making it challenging to disengage from work after a busy day. This often leads to increased stress, burnout, and reduced quality of life.

Did you know?

In the UK, the average adult spends around 2 hours and 55 minutes per day on their desktops, and 2 hours 52 minutes per day on their mobile devices, adding up to nearly **6 hours daily on average**.

– Source: *The Independent*, 2023

How can we use technology more mindfully to achieve a healthier work-life balance?

Here are some practical everyday strategies:

- **Digital Detox** – Regularly disconnect from devices by placing them in another room or turning them off during quiet-time or quality time with loved ones.
- **Effective Email Management** – Allocate specific time slots for checking work emails (e.g., only between 8:00–8:30 AM and again from 2:00–2:30 PM).
- **Time Blocking** – Dedicate a set amount of time weekly to work and personal activities, treating personal time as seriously as the work commitments.
- **App Usage Awareness** – Monitor and limit excessive app usage by reviewing metrics, reports, or insights on your smartphone or other devices.
- **Unplugging Before Bed** – Avoid screens at least an hour before bedtime. The light of the screens keeps the brain active and hinders natural tiredness.
- **Clearly Communicate Boundaries** – Set and communicate your work hours to colleagues. Avoid establishing a pattern of working outside of business hours, as it can create unrealistic expectations.
- **Time Management and Focus Apps** – Explore apps like Google Calendar, TimeBloc, Microsoft To-Do, or Pomodoro Focus Timer to prioritise tasks, manage activities optimally, and improve concentration.



Benefits of Using Technology Mindfully:



Improved productivity



Enhanced focus



Reduced distractions



Better health and wellbeing



Lower stress levels



Better sleep



More quality time with loved ones

Incorporating technology mindfully is essential for achieving a healthier work-life balance.

Even minor adjustments to tech habits can lead to significant improvements in your work performance and daily life.