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DWI Digital Wellness survey: [**https://survey.alchemer.com/s3/5504604/b153c792d361**](https://survey.alchemer.com/s3/5504604/b153c792d361)

***And please remember that all of these Bringing Digital Wellness Home resources are provided for informational and educational purposes only.***

See also Bonus Material in this week's slide deck: https://docs.google.com/presentation/d/1pyu6jAwbsa4L8LL8WSt5JkjLad\_bQxxgGMntLRG6qqg/edit?usp=sharing

Table of Contents

[**Tips to reduce tech distractions**](#_y0hsfglip3bu) **2**

[**Books**](#_2zxqgh9eewnd) **4**

[Books:](#_mdodexb41m9q) 4

[Tools to help with distraction:](#_ig8wpc9img8n) 4

[**Articles and Videos:**](#_1nn2nmoxf5y) **5**

[**Links, Articles, Videos, Research related to Distraction**](#_k2sfah2g6yk2) **6**

[**Quotes**](#_1i6r6tw9k4s0) **10**

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# Tips to reduce tech distractions

**Say no to defaults:**<https://www.washingtonpost.com/video/c/embed/1f882f50-65bb-11e8-81ca-bb14593acaa6>

**Say no to defaults: Reduce Notifications**

*Making changes below will take some time, but it is a great process to go through to see how much the tech companies build in control over our attention. We can reclaim some of that back by changing our notification and privacy settings!*

On iPhone: https://support.apple.com/guide/iphone/change-notification-settings-iph7c3d96bab/ios

On Android: https://support.google.com/android/answer/9079661?hl=en

On Pixel: https://support.google.com/pixelphone/answer/6111294?hl=en

On Samsung Galaxy s9: https://www.cnet.com/tech/mobile/how-to-turn-off-samsungs-galaxy-notifications-on-the-galaxy-s9/

On Facebook: https://www.facebook.com/help/390022341057202/

On WhatsApp:

For Android: https://faq.whatsapp.com/android/chats/how-to-manage-your-notifications

For iPhone: https://faq.whatsapp.com/iphone/troubleshooting/how-to-manage-your-notifications

For Desktop: https://faq.whatsapp.com/web/chats/how-to-manage-your-notifications

On LinkedIn: https://www.linkedin.com/help/linkedin/answer/76636/managing-your-linkedin-notification-updates?lang=en

On Email: Check your email program/app and/or your device

On Windows 10: https://support.microsoft.com/en-us/windows/change-notification-and-action-settings-in-windows-10-8942c744-6198-fe56-4639-34320cf9444e

On a Mac: https://support.apple.com/en-us/HT204079

On Slack: https://slack.com/help/articles/201355156-Configure-your-Slack-notifications

Microsoft Teams Do Not Disturb: https://techcommunity.microsoft.com/t5/microsoft-teams/automatically-set-do-not-disturb-when-presenting/m-p/736906

**Say No to Defaults! Changing privacy settings**. *NOTE: Changing privacy settings means things will slow down a bit in terms of ease of use, but that is the intention...to create some friction between you and your tools (or your children's tools). When we have to take a few extra steps to sign in, etc. it gives our brains a chance to reflect on whether this is really what we want to be doing at the moment. Is this is line with my "who"? Does it match up with my values-based time-boxing? Is this helping me honor my time, to practice being the person I want to become?*

Google Chrome: https://www.theverge.com/2020/2/11/21126427/google-chrome-privacy-tools-private-network-browser-settings

Instagram: https://www.theverge.com/2020/2/27/21154221/instagram-privacy-how-to-stories-posts-settings-tags-ads-blocking

Facebook: https://www.consumerreports.org/privacy/facebook-privacy-settings-a1775535782/

Snapchat: https://www.lifewire.com/snapchat-privacy-tips-4117444

Whatsapp: https://www.fastcompany.com/90388813/the-ultimate-guide-to-whatsapps-powerful-privacy-options

Google: https://www.wired.com/story/google-tracks-you-privacy/

YouTube: https://www.theverge.com/2019/4/19/18484802/youtube-privacy-protect-how-to-video-preferences-web-ad-personalization

Amazon: https://the-digital-reader.com/2020/02/12/six-default-amazon-security-settings-you-can-change-for-more-privacy/

Other tips part 1: https://www.washingtonpost.com/news/the-switch/wp/2018/06/01/hands-off-my-data-15-default-privacy-settings-you-should-change-right-now/

Other tips, part 2: https://www.washingtonpost.com/news/the-switch/wp/2018/06/15/hands-off-my-data-15-more-default-privacy-settings-you-should-change-on-your-tv-cellphone-plan-linkedin-and-more/

More secure online transactions: https://smartasset.com/personal-finance/10-tips-for-secure-online-transactions

Turning off ”listening” capabilities: https://techwellness.com/blogs/expertise/how-to-turn-off-or-disable-microphone-and-camera-to-stop-apps-apple-microsoft-spying or https://www.makeuseof.com/tag/stop-google-android-listening/

What apps use end-to-end encryption? https://www.amnesty.org/en/latest/press-release/2016/10/snapchat-skype-among-apps-not-protecting-users-privacy/

Removing third-party app connections to Facebook: https://www.imore.com/how-to-revoke-facebook-app-permissions

Privacy apps: https://www.safervpn.com/blog/7-best-privacy-apps-for-your-phone/

John, A. (2018). How Facebook Tracks You, Even When You're Not on Facebook.CR Consumer Reports.

The Facebook Dilemma: https://www.pbs.org/wgbh/frontline/film/facebook-dilemma/

# Books

* *Atomic Habits* by James Clear
* *Better Than Before: Mastering the Habits of Our Everyday Lives by Gretchen Rubin*
* *Be Where Your Feet Are: Seven Principles to Keep You Present, Grounded, and Thriving* by Scott O'Neil
* *Bored and Brilliant* by Manoush Zamaroudi
* *Broadcasting Happiness* by Michelle Gielan
* *Deep Work* by Cal Newport
* *The Distracted Mind* by Larry Rosen
* *Essentialism: The Disciplined Pursuit of Less* by Greg McKeown
* *The Fearless Mind* by Craig Manning
* *Flow* by Mihaly Csikszentmihalyi
* *The Future of Happiness* by Amy Blankson
* *Good Habits, Bad Habits: The Science of Making Positive Changes That Stick* by Wendy Wood (she also has done several podcast interviews (<https://dornsife.usc.edu/wendywood> and other interviews, e.g., https://maketime.blog/article/wendy-wood-interview/ https://www.newyorker.com/magazine/2019/10/28/can-brain-science-help-us-break-bad-habits)
* *The Happiness Advantage* by Shawn Achor
* *Hooked* by Nir Eyal
* *Indistractable* by Nir Eyal
* *Lead Yourself First* by Michael S. Erwin and Raymond Kethledge
* *Margin* by Dr. Richard Swenson, MD (note: also has a Christian flavor to it)
* *Nudge: Improving Decisions About Health, Wealth, and Happiness* by Richard Thaler and Cass Sunstein
* *The Power of Habit: Why We Do What We Do in Life and Business* by Charles Duhigg (see also this interview with him on Brené Brown's podcast: https://brenebrown.com/podcast/brene-with-charles-duhigg-on-habits-and-productivity/)
* *The Progress Principle:*
* *Think Like a Monk* by Jay Shetty
* *Tiny Habits: The Small Changes That Change Everything* by BJ Fogg
* *The Upward Spiral Workbook* by Dr. Alex Korb

# Tools to help with distraction:

<https://www.focuslauncher.io/> (formerly Siempo)

Freedom app

FlipD app

Pomodoro extension: https://chrome.google.com/webstore/detail/marinara-pomodoro%C2%AE-assist/lojgmehidjdhhbmpjfamhpkpodfcodef?hl=en

FlipD app

Forest app

FocusMate.com

Get Pocket App (to manage news)

Ad Block Plus: https://adblockplus.org/

How to setup Microsoft Teams “do not disturb”

Schedule Maker by Nir Eyal (free time boxing tool)

Xtab extension: <https://chrome.google.com/webstore/detail/xtab/amddgdnlkmohapieeekfknakgdnpbleb?hl=en>

Digital distraction test: <https://virtual-addiction.com/digital-distraction-test/>

Nomophobia assessment: https://www.psytoolkit.org/c/3.3.2/survey?s=N2zGz

# Links, Articles, Videos, Research related to Distraction

* Academy bans cellphones for PwC accountants after Oscars fiasco by Associated Press, March 29, 2017. <https://www.theguardian.com/film/2017/mar/29/oscars-2017-pwc-best-picture-cellphone-ban> see also <https://www.npr.org/sections/thetwo-way/2018/01/23/579973772/oscar-awards-debut-new-rules-to-avoid-another-envelope-mix-up>) or other articles
* "Bill Gates took solo ‘think weeks’ in a cabin in the woods—why it’s a great strategy by Catherine Clifford," June 28, 2019. https://www.cnbc.com/2019/07/26/bill-gates-took-solo-think-weeks-in-a-cabin-in-the-woods.html
* "Check your Phone" culture in a music video: https://www.youtube.com/watch?v=sVaw2ggTydc
* Dabbish, L., Mark, G., & González, V. M. (2011). Why do I keep interrupting myself? Proceedings of the 2011 Annual Conference on Human Factors in Computing Systems - CHI ’11, 1. PDF at https://www.researchgate.net/publication/221514233\_Why\_Do\_I\_Keep\_Interrupting\_Myself\_Environment\_Habit\_and\_Self-Interruption
* Distracted Driving stats: "Wheel bad driving: Drivers involved in crashes admit risky behavior in research by Will Vitka," <https://wtop.com/dc-transit/2020/06/wheel-bad-driving-drivers-involved-in-crashes-admit-risky-behavior-in-research/>
* Distractions at work: http://blog.idonethis.com/distractions-at-work/
* Frictionless technology and its impacts on our well-being: https://www.digitaltrends.com/features/the-frictionless-internet/
* Gill, P., Kamath, A., & Gill, T. S. (2012). Distraction: an assessment of smartphone usage in health care work settings. Risk Management and Healthcare Policy, 1. PDF at https://www.researchgate.net/publication/230833712\_Distraction\_An\_assessment\_of\_smartphone\_usage\_in\_health\_care\_work\_settings
* Gloria Mark's research: https://www.ics.uci.edu/~gmark/chi08-mark.pdf
* "How To Stop Wasting 2.5 Hours On Email Every Day" by Annabel Acton, July 13, 2017.
* "If You Think Email is Dead, Think Again" by Giselle Abramovich, September 2019.
* "The Importance of Scheduling Nothing" by Jeff Weiner, April 3, 2013. <https://www.linkedin.com/pulse/20130403215758-22330283-the-importance-of-scheduling-nothing/> see also <https://www.businessinsider.com/linkedins-jeff-weiner-schedules-blocks-of-nothing-2014-11> or https://www.cnbc.com/video/2018/08/23/why-linkedin-ceo-jeff-weiner-leaves-90-minutes-of-his-schedule-empty-every-day.html
* Iqbal, S. T., & Horvitz, E. (2007). Disruption and recovery of computing tasks. Proceedings of the SIGCHI Conference on Human Factors in Computing Systems - CHI ’07, 1.PDF at https://www.researchgate.net/publication/221514976\_Disruption\_and\_Recovery\_of\_Computing\_Tasks\_Field\_Study\_Analysis\_and\_Directions
* "Is Tech too Easy to Use?" https://www.nytimes.com/2018/12/12/technology/tech-friction-frictionless.html
* Jackson, T., Dawson, R., & Wilson, D. (2003). Reducing the effect of email interruptions on employees. International Journal of Information Management, 23(1), 55–65. https://www.sciencedirect.com/science/article/abs/pii/S0268401202000683?via%3Dihub
* Leroy, S. (2009). Why is it so hard to do my work? The challenge of attention residue when switching between work tasks. Organizational Behavior and Human Decision Processes, 109(2), 168–181.
* Mark, G, Gudith, D, Kloche, U. The Cost of Interrupted Work: More Speed and Stress
* Mark, G., Gonzalez, V. M., & Harris, J. (2005). No task left behind? [looking at the impact of fragmented work] Proceedings of the SIGCHI Conference on Human Factors in Computing Systems - CHI ’05, 1. https://dl.acm.org/doi/10.1145/1054972.1055017
* Misra, S., Cheng, L., Genevie, J., & Yuan, M. (2014). The iPhone Effect. Environment and Behavior, 48(2), 275–298.Slagter, H. A., Lutz, A., Greischar, L. L., Francis, A. D., Nieuwenhuis, S., Davis, J. M., & Davidson, R. J. (2007). Mental Training Affects Distribution of Limited Brain Resources. PLoS Biology, 5(6), e138.
* Ng V, Tay L. Lost in Translation: The Construct Representation of Character Virtues. Perspect Psychol Sci. 2020 Mar;15(2):309-326. doi: 10.1177/1745691619886014. Epub 2020 Jan 23. PMID: 31971864. <https://journals.plos.org/plosbiology/article?id=10.1371/journal.pbio.0050138>
* NirEyal.com – includes several articles on scheduling your values, Time Boxing, internal triggers, external triggers, and more. See also <https://nireyal.medium.com/knowing-the-difference-between-traction-and-distraction-will-change-your-life-this-year-dc085e7a6a21> E.g.,
  + https://www.nirandfar.com/opposite-of-distraction/
  + <https://www.nirandfar.com/one-question-to-get-more-done/>
  + <https://www.nirandfar.com/tantalizing-distractions/> (four-part model of becoming Indistractable)
  + <https://www.nirandfar.com/plan-your-time-or-someone-else-will/>
  + <https://www.nirandfar.com/your-calendar/>
  + <https://www.youtube.com/watch?v=KaVG0uTfEqk>
  + https://forge.medium.com/you-dont-know-your-values-here-s-why-that-s-hurting-you-52b02a43e869
* Sana, F., Weston, T., & Cepeda, N. J. (2013). Laptop multitasking hinders classroom learning for both users and nearby peers. Computers & Education, 62, 24–31. <https://www.sciencedirect.com/science/article/pii/S0360131512002254?via%3Dihub>
* Stich, J.-F., Tarafdar, M., Stacey, P., & Cooper, C. L. (2019). E-mail load, workload stress and desired e-mail load: a cybernetic approach. Information Technology & People, 32(2), 1. PDF at https://www.researchgate.net/publication/327188678\_E-mail\_load\_workload\_stress\_and\_desired\_e-mail\_load\_a\_cybernetic\_approach
* The True Cost of Multitasking: <https://www.psychologytoday.com/us/blog/brain-wise/201209/the-true-cost-multi-tasking>
* Time well spent: https://www.youtube.com/watch?v=XRK6JMohDb8
* Uncapher, M. R., & Wagner, A. D. (2018). Minds and brains of media multitaskers: Current findings and future directions. Proceedings of the National Academy of Sciences, 115(40), 9889–9896.
* Wiese CW, Tay L, Duckworth AL, D'Mello S, Kuykendall L, Hofmann W, Baumeister RF, Vohs KD. "Too much of a good thing? Exploring the inverted-U relationship between self-control and happiness." J Pers. 2018 Jun;86(3):380-396. doi: 10.1111/jopy.12322. Epub 2017 Jun 21. PMID: 28480971; PMCID: PMC5677575. <https://pubmed.ncbi.nlm.nih.gov/28480971/>
* Wisdom and Order (created by The Church of Jesus Christ of Latter-day Saints) <https://www.youtube.com/watch?v=k4E-sVKMsQI>
* We can check our cell phones around 100 times a day! https://www.bankmycell.com/blog/smartphone-addiction/
* <https://www.pnas.org/content/115/40/9889>
* <https://www.sciencedirect.com/science/article/abs/pii/S0749597809000399?via%3Dihub>

# Quotes

"[H]ow can one remain dedicated to…a task without allowing oneself to be lured from it or distracted, unless one reflects and organizes one’s life according to principles?"

-Vincent Van Gogh, in a letter to his son, Theo, 1882 https://vangoghletters.org/vg/letters/let274/letter.html

“TRY THIS: AUDIT YOUR TIME Spend a week tracking how much time you devote to the following: family, friends, health, and self. (Note that we’re leaving out sleeping, eating, and working. Work, in all its forms, can sprawl without boundaries. If this is the case for you, then set your own definition of when you are “officially” at work and make “extra work” one of your categories.) The areas where you spend the most time should match what you value the most. Say the amount of time that your job requires exceeds how important it is to you. That’s a sign that you need to look very closely at that decision. You’re deciding to spend time on something that doesn’t feel important to you. What are the values behind that decision? Are your earnings from your job ultimately serving your values?”

― **Jay Shetty,** [**Think Like a Monk: Train Your Mind for Peace and Purpose Every Day**](https://www.goodreads.com/work/quotes/73685905)

“A critical element of effective leadership is not to let the immediate take precedence over the important,”

― **Raymond M. Kethledge,** [**Lead Yourself First: Inspiring Leadership Through Solitude**](https://www.goodreads.com/work/quotes/52153967)

“But for an individual human being, moments are the thing. Moments are what we remember and what we cherish. Certainly we might celebrate achieving a goal, such as completing a marathon or landing a significant client—but the achievement is embedded in a moment. Every culture has its prescribed set of big moments: birthdays and weddings and graduations, of course, but also holiday celebrations and funeral rites and political traditions. They seem “natural” to us. But notice that every last one of them was invented, dreamed up by anonymous authors who wanted to give shape to time. This is what we mean by “thinking in moments”: to recognize where the prose of life needs punctuation.”

― **Chip Heath,** [**The Power of Moments: Why Certain Moments Have Extraordinary Impact**](https://www.goodreads.com/work/quotes/55587025)

https://dl.acm.org/doi/10.1145/1978942.1979405

“It is easy to get bogged down trying to find the optimal plan for change: the fastest way to lose weight, the best program to build muscle, the perfect idea for a side hustle. We are so focused on figuring out the best approach that we never get around to taking action. As Voltaire once wrote, “The best is the enemy of the good.” I refer to this as the difference between being in motion and taking action. The two ideas sound similar, but they’re not the same. When you’re in motion, you’re planning and strategizing and learning. Those are all good things, but they don’t produce a result. Action, on the other hand, is the type of behavior that will deliver an outcome. If I outline twenty ideas for articles I want to write, that’s motion. If I actually sit down and write an article, that’s action.”

― **James Clear,** [**Atomic Habits: An Easy & Proven Way to Build Good Habits & Break Bad Ones**](https://www.goodreads.com/work/quotes/62221762)

“Serious thinking, inspired thinking, can seldom arise from texts sent while eating lunch or driving a car. Responding to these inputs generates as much thought, and as much inspiration, as swatting so many flies. They deaden both the mind and soul.”

― **Raymond M. Kethledge,** [**Lead Yourself First: Inspiring Leadership Through Solitude**](https://www.goodreads.com/work/quotes/52153967)

“Decide the type of person you want to be. Prove it to yourself with small wins.”

― **James Clear,** [**Atomic Habits: An Easy & Proven Way to Build Good Habits & Break Bad Ones**](https://www.goodreads.com/work/quotes/62221762)

“If motion doesn’t lead to results, why do we do it? Sometimes we do it because we actually need to plan or learn more. But more often than not, we do it because motion allows us to feel like we’re making progress without running the risk of failure. Most of us are experts at avoiding criticism. It doesn’t feel good to fail or to be judged publicly, so we tend to avoid situations where that might happen. And that’s the biggest reason why you slip into motion rather than taking action: you want to delay failure.”

― **James Clear,** [**Atomic Habits: An Easy & Proven Way to Build Good Habits & Break Bad Ones**](https://www.goodreads.com/work/quotes/62221762)

“A very small shift in direction can lead to a very meaningful change in destination”

― **James Clear,** [**Atomic Habits: An Easy & Proven Way to Build Good Habits & Break Bad Ones**](https://www.goodreads.com/work/quotes/62221762)

“Making a decision, even a tiny decision, starts shedding light on ways to improve your life.”

― **Alex Korb,** [**The Upward Spiral: Using Neuroscience to Reverse the Course of Depression, One Small Change at a Time**](https://www.goodreads.com/work/quotes/42811310)

The golden mean

"Aristotle proposed that to achieve happiness and success, people should cultivate virtues at mean or intermediate levels between deficiencies and excesses. In stark contrast to this assertion that virtues have costs at high levels, a wealth of psychological research has focused on demonstrating the well-being and performance benefits of positive traits, states, and experiences. This focus has obscured the prevalence and importance of nonmonotonic inverted-U-shaped effects, whereby positive phenomena reach inflection points at which their effects turn negative. We trace the evidence for nonmonotonic effects in psychology and provide recommendations for conceptual and empirical progress. We conclude that for psychology in general and positive psychology in particular, Aristotle's idea of the mean may serve as a useful guide for developing both a descriptive and a prescriptive account of happiness and success."