



## USING TECHNOLOGY PURPOSEFULLY AND INTENTIONALLY

Do you feel “addicted” to your phone?

Feel like you’re constantly checking email?

Overwhelmed with digital devices, apps, notifications, websites, blogs, and way too many e-newsletters cluttering up your inbox—and your brain?

Want things to feel different?

This worksheet might help.

Here’s a list of ways that you can reduce screen-time...create a healthier relationship with your phone, computer, tablet, and other devices...and create more quiet, calm, and space in your day.

Read through the following list. See any ideas that interest you? Anything you’d like to try? Cool. Put a checkmark next to the ones you’d like to do.

Everything on this list is a gentle suggestion, not a command. Trust your “hut” (heart + gut) to make decisions. Do whatever feels right for you.

## HANDLE EMAIL DIFFERENTLY

- [ ] Decide how much time you're willing to spend doing email each day/ each week. Come up with a specific number that makes sense for you— one hour per day, or seven hours per week, or whatever feels reasonable. Write down this number. Commit to it.
  
- [ ] Use a stopwatch or a website like [toggl.com](https://toggl.com) to track your time. How much time are you actually spending doing email? See if you're sticking to your commitment.
  
- [ ] Choose specific times when you'll do email-related tasks—for instance, checking/answering at 10 a.m. and 2 p.m. daily, Monday through Friday— rather than checking all day long, every day.
  
- [ ] Limit your email-time to one location. For instance: your computer. Remove email from your phone, iPad, and other devices. One place is enough.
  
- [ ] Write email templates for common situations. Save these and use them often. For instance: a template to reply to client inquiries and give info about your services and pricing. You can use pre-written templates for many scenarios. You don't need to "start from scratch" every time.
  
- [ ] Self-employed? Hire some help. [TaskRabbit.com](https://TaskRabbit.com), [Fiverr.com](https://Fiverr.com), and [Upwork.com](https://Upwork.com) are good places to hire an affordable virtual assistant. Your new assistant can probably handle the bulk of your daily emails. (If you're nervous they won't "say the right thing," you can provide them with specific instructions and email templates to use.)

[ ] Notify people about your email policies. Explain things in advance so that clients/colleagues know what to expect. If you only check your email Monday - Thursday, let your clients know. If you typically need 3-5 days to reply, let people know. If you're dealing with a health issue and aren't replying very quickly (or at all) right now, let people know. Folks are usually very understanding and forgiving, especially if they've been given a polite "heads up" in advance.

## UNPLUG TO RECHARGE

[ ] Once a week (or more) take a completely tech-free day. Use old-school maps instead of GPS—or get lost and enjoy the adventure. Chat face-to-face instead of texting. Be early. Be late. Be bored. Be present. See how it feels to just "be" in the world with a constant digital companion.

[ ] A few times per year (or more) unplug completely and immerse yourself in nature—go rafting, cycling, swimming, hiking, camping, walk barefoot, touch trees, admire the sky. ([3 days of nature-time has been proven to reboot your brain in amazing ways.](#))

[ ] Create a charging station in your home. All digital devices live here—tucked away, out of sight, charging up—unless they're needed for a specific reason.

[ ] Get an old-school alarm clock. Use this to wake up instead of your phone.

[ ] Get an old-school wristwatch. Use this to track time instead of your phone.

[ ] Keep your phone off, on silent, or “airplane mode” unless you’re expecting an important call.

## **CLEAR DISTRACTIONS, FOCUS DEEPLY**

[ ] Use [BlockSite.co](https://BlockSite.co) to block tempting, distracting websites (Facebook, Amazon, BuzzFeed, YouTube, wherever you tend to fall down a “rabbit hole”) for periods of time. Help yourself stay focused.

[ ] Use [Unroll.me](https://Unroll.me) to unsubscribe from hundreds of email newsletters—with just a few clicks. Declutter your inbox in minutes.

[ ] Remove distracting social media apps from your phone—temporarily. See how it feels. You can always add them back later if you want to.

[ ] Download important materials that you need so you can work off-line. Go back online when you’re ready to email something off.

## **UPGRADE YOUR DAY**

[ ] If you notice yourself missing/craving your digital devices and old routines, ask yourself, “What am I really craving? How else could I get it?”

Maybe you’re craving entertainment, comfort, inspiration, beauty, laughter, connection with friends, flirtation, attention, a simple task to occupy your hands, a way to de-stress, or something else. Try to find another way to satisfy this craving.

[ ] Connect with like-minded friends. Make pledges together. For instance: everyone can go email-free on Sundays. Make a pact. Hold each other accountable.

[ ] Continually refine your habits. Challenge the status quo. Just because “most people do it this way” doesn’t mean you need to follow along like a sheep. Be bold. Ask, “Do I really need to do it this way?” “Could there be another way?” “What’s the worst that would happen if I try \_\_\_\_\_?”

[ ] If you had 24 hours to live, what would you do? How would you spend your time? Make a list. Whatever you wrote down, try to incorporate some (or all) of those things into your regular everyday life.

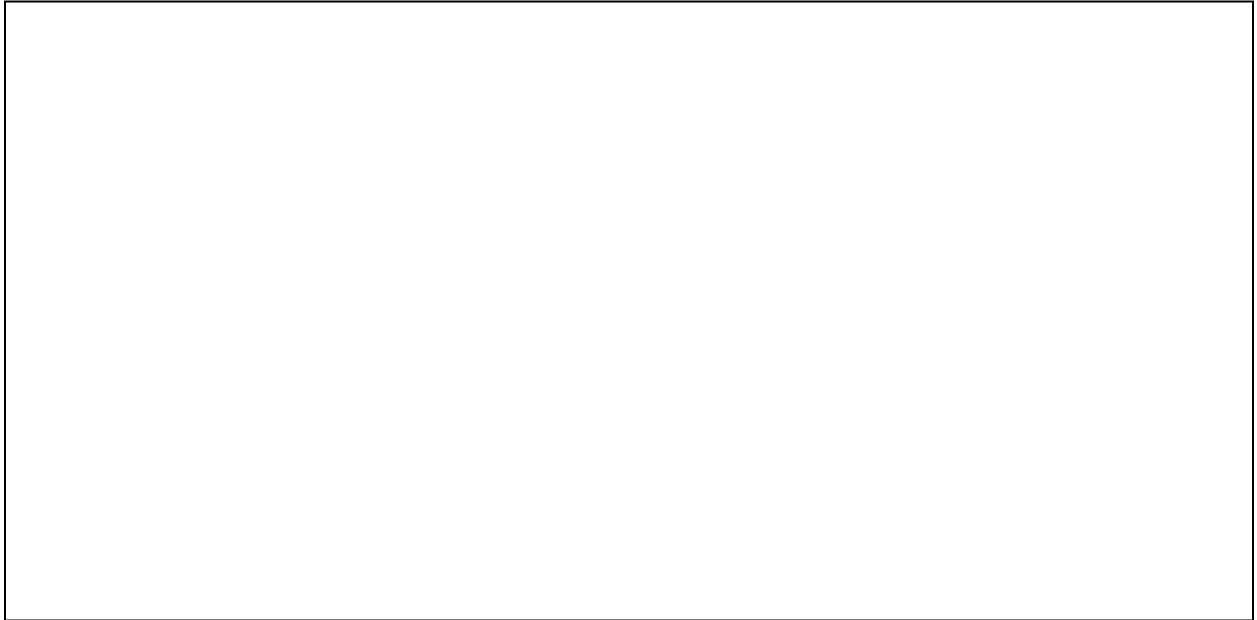
[ ] Ask the big, deep questions. “Am I living a life that excites me? A life that I admire? A life that feels aligned with my values? If today was my last day, would I feel proud of how I spent my time?” Use these questions to evaluate how technology fits into your life—and how you want to use it.

## **OTHER IDEAS**

What are some other ways that you could change/improve your relationship with technology? Jot down anything you’d like to try.

## WHY?

Why bother changing your relationship with technology? Why does this matter? Why is this important to you?

A large, empty rectangular box with a thin black border, intended for the user to write their response to the questions above.

## THANKS FOR DOWNLOADING THIS WORKSHEET!

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## ABOUT ALEXANDRA

[Alexandra Franzen](#) is a writer and entrepreneur based in Hawaii.

Her writing has been published in places like *Time*, *Forbes*, *Newsweek*, *The Huffington Post*, and *Lifehacker*. She's been mentioned in places like *The New York Times Small Business Blog*, *The Atlantic*, *The Los Angeles Times*, and *Inc*.

She's the author of several books, including [The Checklist Book](#), [You're Going to Survive](#), and [So This Is the End: A Love Story](#).

She teaches classes on writing, communication, creative marketing, productivity, setting intentions and goals, and simplifying life and work. She has led classes in 18 cities around the world—and online, too.

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