Acentra HEALTH

Employee Assistance Program *Tip Sheet*

Unplug to Recharge: Simple Digital Wellness Wins



Staying connected is part of modern life, but constant connection can quietly drain focus and energy. Small, intentional shifts can help you reclaim your time and attention.

Try these practical strategies:

- **Create "tech boundaries" for your day**

  Set a clear stop time for work apps or email. Even a 30-minute tech-free buffer before bed can improve sleep quality and help your mind unwind.

- **Use your settings wisely**

  Turn off non-essential notifications. Fewer interruptions mean longer stretches of real focus.

- **Designate device-free zones**

  Keep phones out of the bedroom and off the dinner table. These small limits strengthen rest and relationships.

- **Batch your screen time**

  Instead of checking messages constantly, pick 2–3 times a day to respond. This reduces mental clutter.

- **Pause before picking up your phone**

  Ask yourself, "Do I need this right now?" Building awareness helps break automatic habits.

Digital wellness is not about avoiding technology. It's about using it with the intention to support your well-being, productivity, and relationships.

If you're struggling to set boundaries or feeling overwhelmed by constant connectivity, your Employee Assistance Program (EAP) offers free, confidential counseling and resources to help you build healthier habits.

Reference: Tech Times, Thriving in the Digital Age: Mental Wellness Strategies to Stay Balanced Online and Offline, https://www.techtimes.com/articles/312538/20251106/thriving-digital-age-mental-wellness-strategies-stay-balanced-online-offline.htm

Call 24/7: 1.800.765.0770 **Website: EAPHelplink.com** **Code: LOYOLA**

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