



Scale Back on Screens

If you cringe when your weekly screen time report pops up on your phone, you're not alone. Many of us spend more time than we should looking at screens—from smartphones to computers to TVs.

Unfortunately, time spent looking at a screen usually means time not spent enjoying nature, being active, and connecting with family and friends. Excess screen time also comes with health risks. It can get in the way of a good night's sleep, cause vision problems, and contribute to mental health issues like depression.

If you're looking for a way to step away from screens, try these tactics:

- **Track your screen time.** Keeping track of how much time you spend looking at a screen will help you decide how much screen time to cut—and help you track your progress.
- **Turn off all but critical notifications.** Do you really need to know immediately when someone likes a social media post? App notifications are intended to get us to use the app more, so turn off all but true must-see alerts.
- **Delete time-sucking apps.** If you find yourself spending more time than you would like on an app, try deleting it entirely. You can always download it again later if you decide it's really necessary.
- **End all screen time well before bedtime.** Screens emit blue light. This can suppress your body's melatonin production, which can disrupt your sleep cycle. To prevent this, avoid extended screen time in the two hours before you want to sleep.

- **Put your phone on the other side of the room.** This will help you prevent those “I-didn’t-even-know-I-was-doing-it” phone pickups.
- **Plan face-to-face activities.** If you're interacting with people, you're probably not looking at your phone.

Life is short

Our time here on Earth is very limited. Spend as much of your time as possible doing what truly brings you joy—not staring at a screen.





How to Unplug During Vacation

Work is important, but so are your mental and physical health needs. That is why time away from work is critical.

A Framingham Heart Study shows that over the long term, working long hours without taking a vacation is linked to a significantly higher risk of heart attack. The same study found that going without a vacation for just one year could lead to an increased risk of heart disease.

The key is to *actually* get away from work. If you have trouble truly unplugging during time off, try these tactics:

- **Make it a year-round habit.** Set the tone for yourself, your coworkers, and your leader by consistently logging off at the end of each workday and rarely (if ever) replying to work emails outside of work time.
- **Plan ahead.** It may be exhausting, but get as much work done before you leave as possible. For work that needs to be done while you're out, create a clear plan for who will do what in your absence.
- **Set your out-of-office reply.** In the reply, be clear that you won't check in with work while you're gone. Make sure to give the contact information for your backup in case something urgent pops up.
- **Hide work apps.** Just turning off notifications from work-related apps may not be enough to keep you from instinctively checking them. If you can't uninstall these apps entirely, move them to a different folder on your phone—out of sight will hopefully be out of mind.

Taking time off from work has been found to lower rates of depression and reduce job stress. It can also make you more productive when you're at work. So make unplugging a priority. Your health—and your career—could depend on it.



Taking time off from work has been found to lower rates of depression and reduce job stress.

1. <https://www.corporatewellnessmagazine.com/article/power-vacation-employee-wellness>
2. <https://www.apadivisions.org/division-28/publications/newsletters/psychopharmacology/2017/07/vacation#:~:text=Mental%20Health%20Benefits,-Vacations%20can%20also&text=Vacations%20can%20improve%20mood%20and,short%20vacation%20can%20reduce%20stress>
3. <https://girlboss.com/blogs/read/boundaries-summer-vacation>



Need a Hobby?

When you do unplug from work, whether it's after-hours or during vacation, what do you do? Is your time filled with ferrying kids, running errands, and cleaning the house? If so, you may feel more drained than energized when it's time for work again.

A hobby can be a great way to recharge—both mentally and physically. Research has shown that hobbies and other leisure activities are associated with improved mood, wellbeing, and life satisfaction. They also help to decrease stress, boost cardiovascular health, and help you make new friends.

Do some self-discovery

Finding a hobby that works for your interests, your schedule, and your budget isn't always easy. If you're struggling to think of an activity that checks all the boxes, ask yourself these questions.

- What did I enjoy as a child?
- Is there anything I always wanted to do?
- What's my idea of fun?
- Do I wish I was better at an activity I enjoy?
- What's the opposite of what I do for work?

Consider these options

Here are some time- and budget-friendly hobbies that could work for you.

- Gardening
- Hiking
- Camping
- Playing a musical instrument
- Dancing
- Scrapbooking
- Roller skating
- Cooking
- Thrift shopping
- Pickleball
- Quilting

Take it easy

A hobby should be enjoyable and relaxing. Don't put pressure on yourself to be the "best" at your hobby. Just focus on the fun!

CAPRESE CHICKEN

Ingredients

- 3 chicken breasts
- 2 roma tomatoes
- 1 cup shredded mozzarella cheese or goat cheese
- ½ cup balsamic syrup
- 2 tablespoons basil
- salt and pepper

Instructions

1. Start by pounding your chicken breasts thin between two pieces of plastic wrap. Trim off any fat.
2. Heat a nonstick skillet over medium-high heat.
3. Salt and pepper chicken breasts on both sides and place in hot skillet. Cook for about 4-6 minutes per side depending on how thick they are. You want to get some good browning on each side.
4. When chicken is cooked through, drizzle with the balsamic syrup, and top with the mozzarella and tomato. Turn off heat, put lid on and let the cheese melt for a minute or two.
5. Serve with more balsamic syrup if desired. Top with basil.

Prep Time	Cook Time	Servings
10 minutes	10 minutes	3



Nutrition Facts

Calories	443
Total Fat	14g
Cholesterol	174mg
Sodium	498mg
Carbohydrate	20g
Total Sugars	9g
Protein	56g



Smartphone inventory: Delete time-sucking apps

If you find yourself spending more time than you'd like on an app, try deleting it entirely. You can always download it again later if you decide it's necessary.

Employer Completion Form

☐

I successfully completed the Smartphone Inventory Activity by:

Signed: _____ Date: _____

Scale back on screens

If you're looking for a way to step away from screens, try these tactics:

- Track your screen time
- Turn off all but critical notifications
- Delete time-sucking apps
- End all screen time well before bedtime
- Put your phone on the other side of the room
- Plan face-to-face activities

Your Wellbeing Activity

Smartphone inventory: Delete time-sucking apps

If you find yourself spending more time than you'd like on an app, try deleting it entirely. You can always download it again later if you decide it's necessary.