



# HEALTH AND WELLBEING CHECKLIST

Date

46

## Reducing Screen Time

Reducing screen time improves mental health, sleep, and productivity. Use this checklist to manage your screen habits effectively.

### Set Daily Limits

- Define how many hours you want to spend on screens and stick to it for better balance.
- Example: No more than 2 hours of leisure screen time or 1 hour of social media daily.



### Use Time-Tracking Apps

- Monitor your usage with apps like Screen Time or Digital Wellbeing to identify habits.
- Tip: Set app-specific limits to focus on reducing the most time-consuming activities.



### Schedule Screen-Free Blocks

- Designate certain hours as screen-free zones to create boundaries.
- Example: No screens after 8 PM or during meals to improve mindfulness.



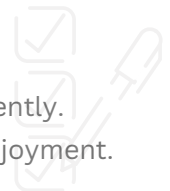
### Create Device-Free Zones

- Keep screens out of bedrooms, dining areas, or bathrooms to minimise distractions.
- Tip: Use charging stations outside these areas to reinforce the habit.



### Replace Screen Time with Hobbies

- Spend time on activities like reading, crafting, or exercising to engage your mind differently.
- Tip: Explore new hobbies like gardening or playing an instrument to find screen-free enjoyment.



### Practice the 20-20-20 Rule

- Every 20 minutes, look at something 20 feet away for 20 seconds to rest your eyes.
- Tip: Pair this rule with reminders or break timers to make it a consistent habit.





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#### Turn Off Notifications

- Disable non-essential alerts to reduce distractions and reclaim focus.
- Tip: Prioritise notifications for urgent matters only, such as calls or work emails.



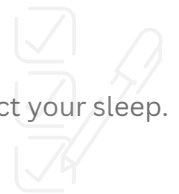
#### Engage in Outdoor Activities

- Spend time in nature to disconnect, recharge, and reduce screen dependency.
- Tip: Plan daily walks, hikes, or outdoor games to establish an enjoyable routine.



#### Use Blue Light Filters

- Enable blue light-reducing settings on your devices, especially in the evening, to protect your sleep.
- Tip: Invest in blue light-blocking glasses for added protection during late-night work.



#### Reflect on Screen Time Benefits and Drawbacks

- Note how reducing screen time improves your focus, mood, and overall productivity.
- Tip: Keep a journal of changes you notice to stay motivated and track progress.



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