

Welcome to the IT Learning Centre

You are in the right place ...

We'll be starting soon

1

Digital Wellbeing: Healthy Habits for Hybrid Working

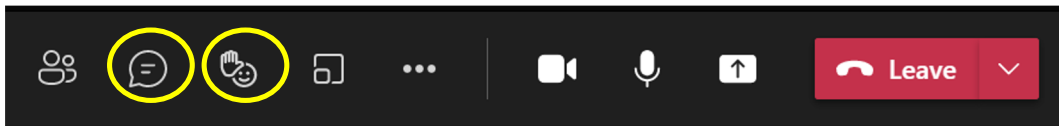


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2

Ready To Learn?

Today's session takes place in a video-call using *Teams*



You can turn on Live Captions using 

Don't plan to multi-task



3


Today's resources

You can find the slides for the course and templates of the activity resources from the IT Learning Portfolio at

<https://skills.it.ox.ac.uk/it-learning-portfolio>




4



Digital Wellbeing: Healthy Habits for Hybrid Working

Session 1: Tuesday, 27th February



5



Hello!

I'm Dr Maren Deepwell, and I work as an ICF accredited coach and independent consultant with industry and education organisations.

Building on my experience of over ten years as a CEO I now work with leaders at all levels, including emerging, student leaders through the 1 Million Mentors programme in the UK, entrepreneurs and leaders in education internationally.

Some of my work is focused specifically on enhancing our understanding of hybrid working, and I also work in organisational change and troubleshooting.



6



Welcome to the course

Hybrid working offers a lot of advantages, enabling us to work more flexibly than before.

When it comes to digital wellbeing however, hybrid working can pose challenges, too: for some, the increased use of digital technologies for communication and collaboration become oppressive, for others physical and mental wellbeing suffer due to long hours spent staring at the screen.

Over two sessions we will analyse and audit what works well and what you'd like to change about how you work and the impact this has on your digital, physical and mental wellbeing.

7

Digital Wellbeing: Healthy Habits for Hybrid Working

Course Objectives

1. Reflect on how your current habits are impacting on your digital wellbeing
2. Identify your hybrid working skills strengths and areas for development
3. Understand the long term impact of hybrid working on digital wellbeing
4. Develop a sense of how to foster digital wellbeing

8

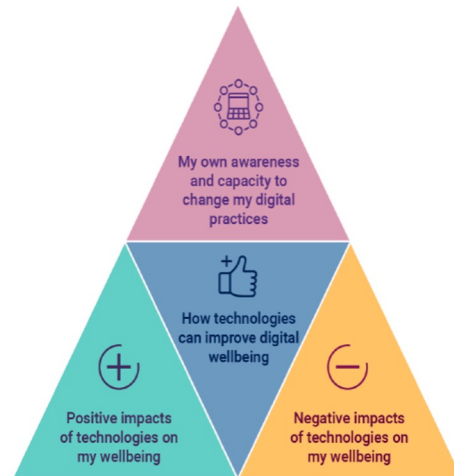
What is Digital Wellbeing

Digital wellbeing is commonly defined as the impact of technologies and digital services on people's mental, physical and emotional health.

If you are familiar with the [Jisc digital capabilities framework](#), then you will have come across the term Digital identity and wellbeing (self-actualising).

The term is also used to describe tools and apps developed to help users manage their relationship with technology, such as Android's Digital Wellbeing app.

The term Digital Wellness is often used interchangeably with Digital Wellbeing.



Model showing four aspects of digital wellbeing for individuals (Jisc, 2019)

9

Free staff digital skills health check

Personalised support to develop your digital skills

<https://skills.it.ox.ac.uk/develop-digital-skills>

Receive a personalised digital skills report

Complete a digital skills self-assessment and receive a personalised report.

- The self-assessment is part of the Jisc Discovery Tool
- It takes up to 30 minutes to answer the questions (including thinking time)
- Your answers are automatically saved, so if you run out of time you can pick up again where you left off
- The goal is to help you identify opportunities to improve your digital skills, not to compare you to others
- No-one will be able see your personal results unless you download and share them

TRY THE DISCOVERY TOOL >

10

This session is designed to be interactive.

Be ready to take notes and take part in discussions.


Using practical tools and activities the sessions will support you in reflecting on your current practice and identifying what actions to take next in your digital wellbeing journey.

11

Course Session 1

Time	Activity
10:30	Introduction, overview of the session
10:40	Quick chat: The highs and lows of hybrid working
10:50	Activity: How do your habits impact your digital wellbeing?
11:20	Silent disco (off screen)
11:30	Activity: Identify your hybrid working skills strengths and areas for development
11:50	Discussion: Hybrid working skills and digital wellbeing
12:00	End of session, thanks and goodbye

12



I enjoy going for a walk at lunchtime

Notifications are pinging on my screen all day...

I miss socialising with colleagues

Working from home is more productive for focused work


I do more housework when working from home

If I had a choice, I would return to the office full-time

I'd like to have more movement in my day and less screen-time

Quick chat: The highs and lows of hybrid working

13



Post your answers in the chat

What are your highs and lows of hybrid working?
 What do you enjoy?
 What would you like to change?
 What is challenging?
 What is fun?

I enjoy going for a walk at lunchtime

I'd like to have more movement in my day and less screen-time

I spent too much time on my phone or answering emails

Collaboration is more difficult when colleagues are not around

14

How do your habits impact your digital wellbeing?

15

Elements of Hybrid Working

The term hybrid working is used to describe ways of working that combine working from home with working on campus or in the office. Employees have the flexibility to work away from the office for some days each week, for example working three days per week in the office and two days a week at home.

As a starting point for digital wellbeing in a hybrid working context, let's consider the elements of hybrid working.



16

**Reflective tool:
Hybrid Working Wheel**

How to use this tool:

Reflect on each area and assign a score from 1-10.

A low score represents an aspect of hybrid working which is challenging or needs attention.

A high score something which is working well, brings you joy or has a positive impact.




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17

**Reflective tool:
Hybrid Working Wheel**

My scores:



It would be good to check email less after hours.

It was nice to have coffee with Kim.

Outside/ screen free time

I'd like a sit/stand desk

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18

Template

Reflective tool: Hybrid Working Wheel

Prompts:

- What works well?
- What would you change?
- What is causing stress?
- What would you like more of?
- What would you like less of?
- What would you change if money was no object?
- What would someone else like about your set up?

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19

Reflective tool: Hybrid Working Wheel

Prompts:

You have 3 minutes remaining

- What would you like less of?
- What would you change if money was no object?
- What would someone else like about your set up?

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20

Group Reflections

We will now go through each section of the wheel clockwise, starting with work/life balance.

How does each area impact your sense of wellbeing?

Share your scores and reflections in the chat.



21



Photo by [Matthew L. June](#) on [Unsplash](#)

22

Silent Disco

Take a moment to step away from the screen and enjoy a piece of music.

(Dancing allowed)

Digital technologies are designed to capture our attention. Through notifications, reminders and scheduling the way we work is increasingly shaped by technology.

The purpose of this exercise is to engage your senses and to strengthen your awareness of how you are.

- Pick a piece of music
- Stand up and move your body
- Be ready to return in 5 min

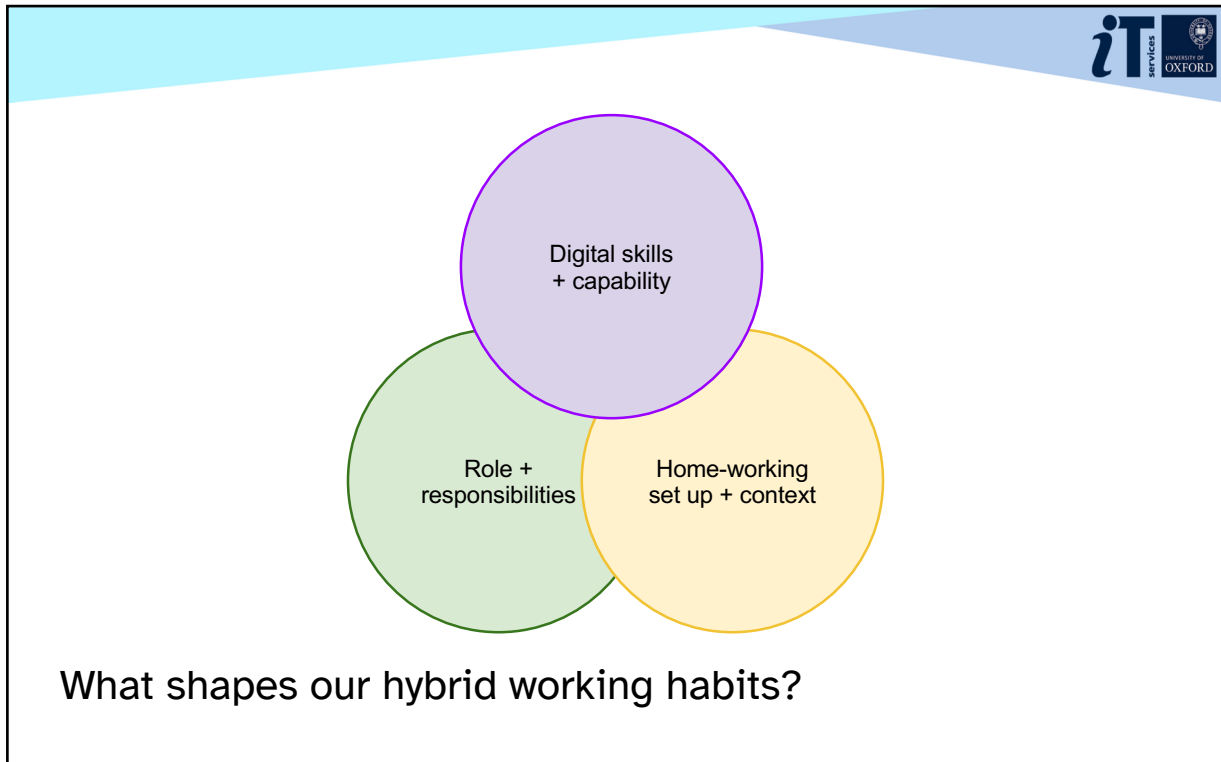
In a shared space, listen to the music on your headphones and close your eyes. You could tap your feet or just sit back and relax.

23



Identify your hybrid working skills strengths and areas for development

24



25

Digital skills + capabilities for hybrid working

Technology and tools change all the time, requiring us to continually upskill.

The more skills and capabilities we have the better we are able to use digital technologies in a way that works for us. For example, setting notifications up to not disturb us when we need to focus and manage emails and documents effectively.

We also need the ability to protect our privacy, make informed decisions about what information to share online and how the data we generate is used by the platforms we use.

Ways to increase your digital skills:

- Make time regularly to upskill and continue to learn about new features;
- Clean your digital desktop:
 - Delete what you don't need.
 - Do what you can.
 - Delegate what's not yours to do
- Identify which tool(s) you would like to feel more confident with and consider training, peer learning or self-directed learning.

26

Role + responsibilities and hybrid working

Our role and responsibilities it entails have a big impact on how we work. For example, if your role involves a lot of back to back meetings or teaching hours, your experience of hybrid working is going to be different from someone who's role involves research, lab work or technical support.

Likewise, the dominant source of communication can differ from role to role. For some of us external communication, support requests or enquiries might exceed internal emails or chat messages.

Reflect on what determines the cadence of your working day:

- How many meetings do you have in a typical day or week?
- What is your role in meetings? Do you lead, listen, report...?
- What is the biggest source of communication? Email, tickets, in person enquiries, chat messages?
- Do you manage people? Projects?
- What is your greatest source of stress?

27

Home-working set up + context

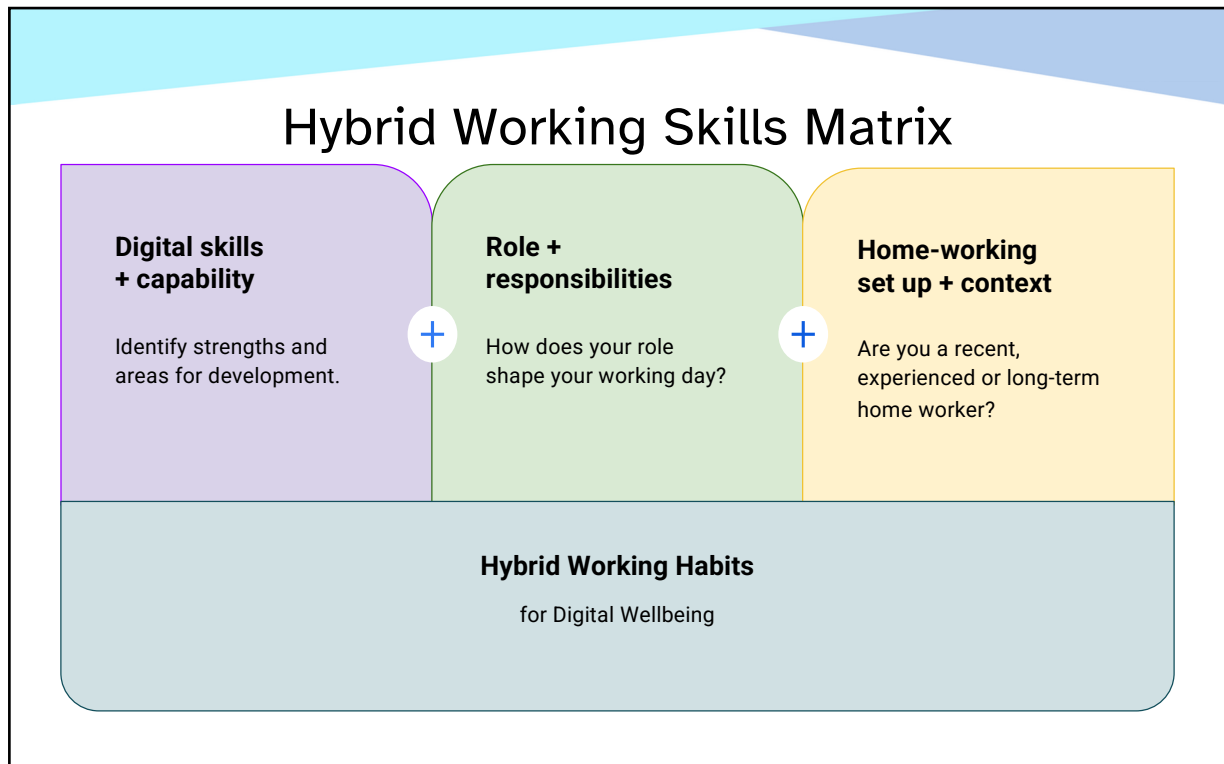
Working from home as part of a hybrid working pattern can offer a lot of benefits: flexibility, less commuting, more time for things outside of work and so forth.

Many people enjoy home-working at least initially. Over time, however, challenges can emerge: lack of exercise, loss of social connection with colleagues, a blurring of work/life boundaries and having to deal with family or life changes such as a house move or a new baby whilst also working from home.

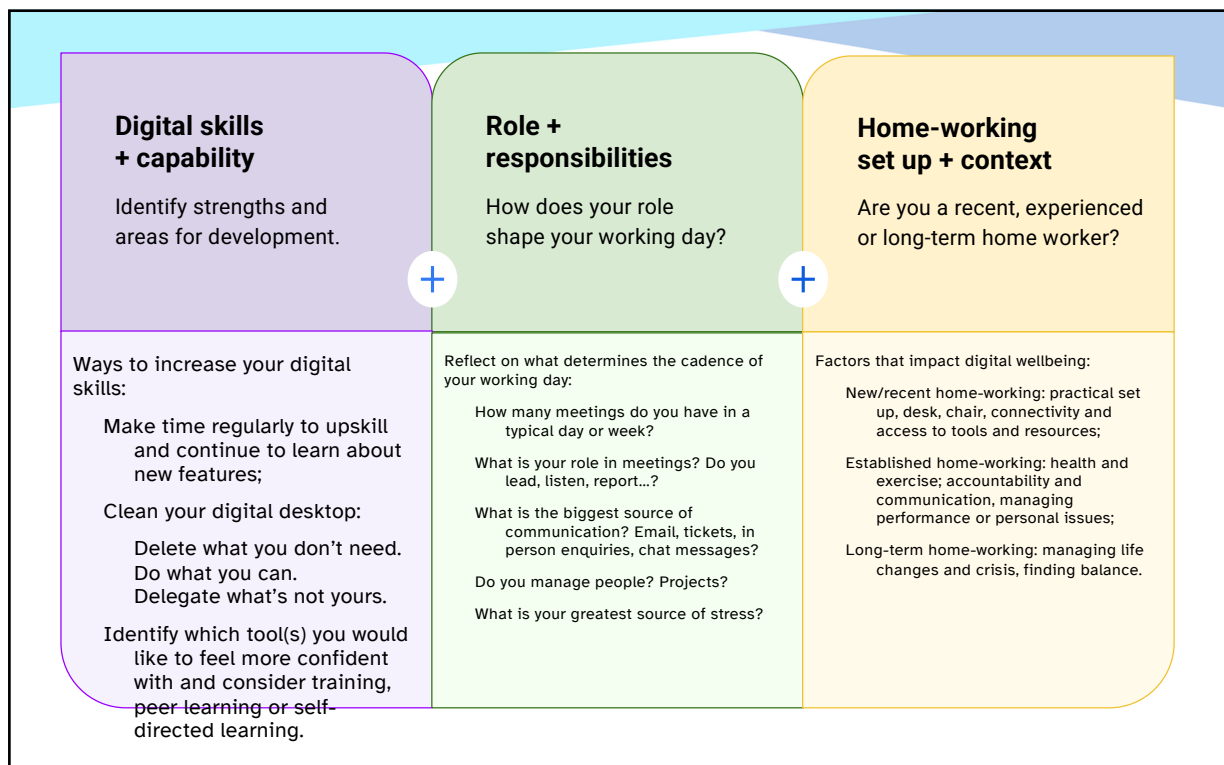
Factors that impact digital wellbeing:

- New/recent home-working: practical set up, desk, chair, connectivity and access to tools and resources;
- Established home-working: health and exercise; accountability and communication, managing performance or personal issues;
- Long-term home-working: managing life changes and crisis, finding balance.

28



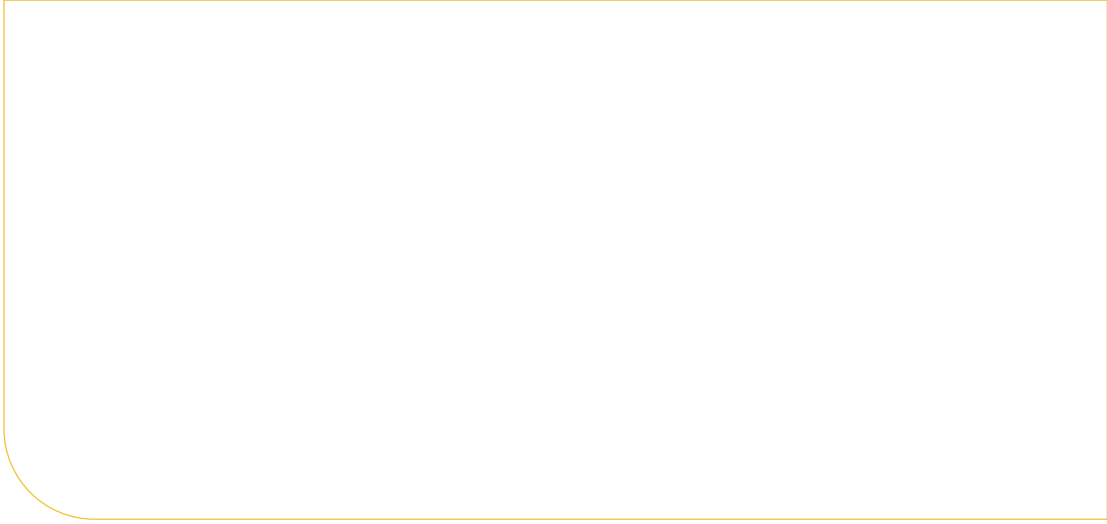
29



30

Template


Home-working set up + context of hybrid working
Are you a recent, experienced or long-term home worker?



31

Template

Role + responsibilities and hybrid working
How does your role shape your working day?



32

Template

Hybrid working - Digital skills + capability

Identify strengths and areas for development.
If you are not sure where to start, why not take the [free digital skills health check](#) for staff.


Strengths

- 1.
- 2.
- 3.

Areas for development

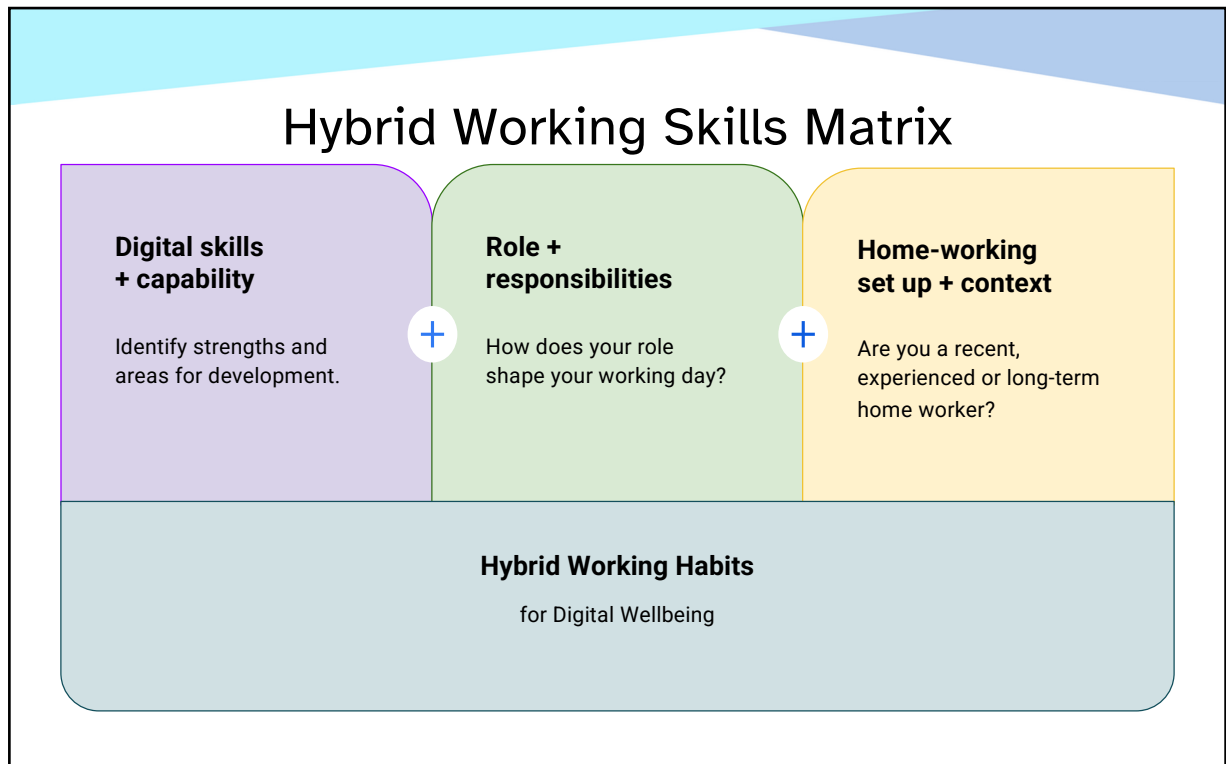
- 1.
- 2.
- 3.

33

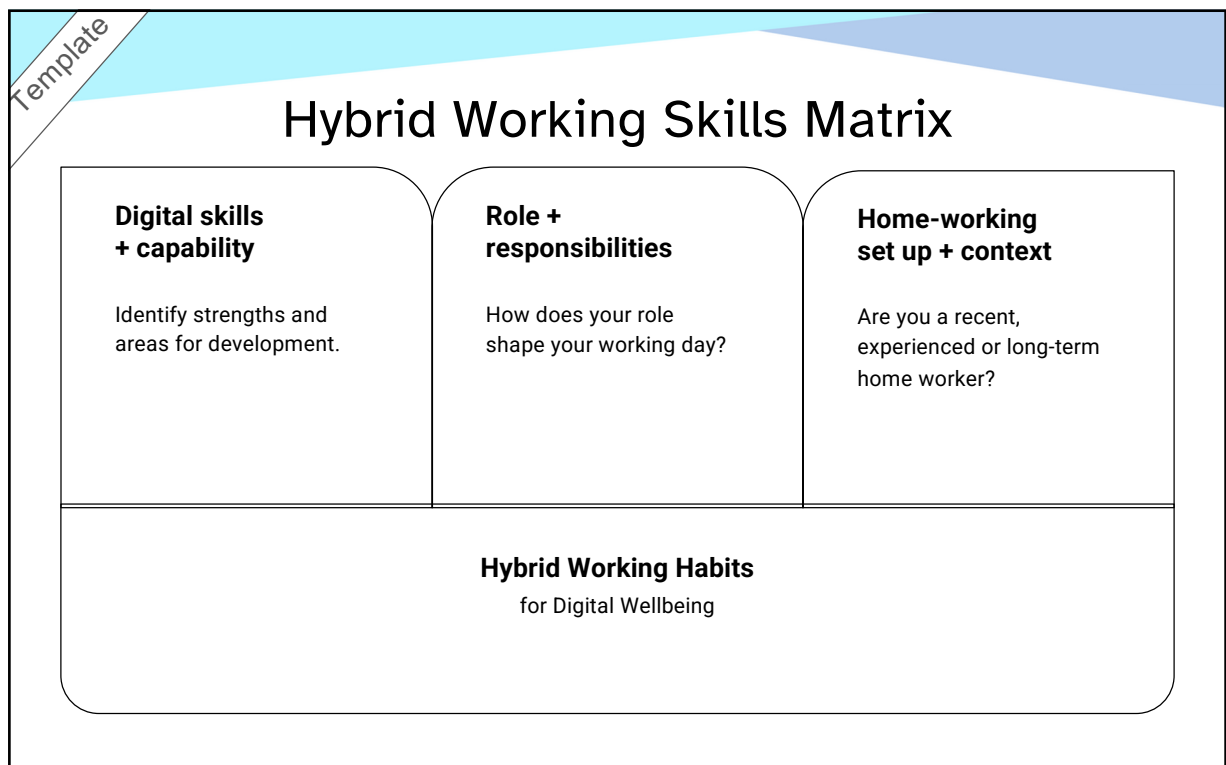


Discussion: Hybrid working skills and digital wellbeing

34



35



36



37

Summary - Course Session 1

	Activity
✓	Introduction, overview of the session
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✓	End of session, thanks and goodbye

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38

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