

Digital Wellbeing Roadmap with examples

Digital skills + capability

- Take a Digital skills health check this month
- Sign up for training about X, Y, Z this month
- Tidy up my desktop and bookmarks



Role + responsibilities

- Block out some meeting free time each week
- Try a walk and talk meeting
- Consider a change to how you do meetings



Home-working set up + context

- Review your desk, screen and seat set up next week
- Take more 5 min screen breaks every day

- Have a device free break each day
- Go for a walk every Thursday

Hybrid Working Habits for Digital Wellbeing

- Take a break from headphones in the afternoon
- Investigate a standing desk

Digital Wellbeing Roadmap

**Digital skills
+ capability**

**Role +
responsibilities**

**Home-working
set up + context**

+

+

Hybrid Working Habits
for Digital Wellbeing

Hybrid Working Skills Matrix

Digital skills + capability

Identify strengths and areas for development.

+

Role + responsibilities

How does your role shape your working day?

+

Home-working set up + context

Are you a recent, experienced or long-term home worker?

Hybrid Working Habits

for Digital Wellbeing

Digital skills + capability

Identify strengths and areas for development.



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.

Identify which tool(s) you would like to feel more confident with and consider training, peer learning or self-directed learning.

Role + responsibilities

How does your role shape your working day?



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?

Home-working set up + context

Are you a recent, experienced or long-term home worker?

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.

Home-working set up + context of hybrid working

Are you a recent, experienced or long-term home worker?

Role + responsibilities and hybrid working

How does your role shape your working day?

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.