

RED CAPE REVOLUTION

bring your superpowers to work

Tip Sheet: How to Click Less

Our BlackBerrys, iPhones, and other personal technology tools have changed our lives and created our ability to have more power and flexibility than ever before. But no one's created any rules for us to follow—so it's time for us to set our own rules!

Here are ways you can click less—and connect more!

Tip #1

Know whether you're using your personal technology--or whether it's using you.

- If you find yourself “pulled” into work emails and calls during your personal time, your technology is using you. (If you use a company-issued device for all of your phone and email needs, consider keeping a personal device for personal business. The extra expense pays for itself in lower stress, personal privacy, and better managed time.)
- If a loved one starts complaining that you pay more attention to the technology than to them, it's using you. They know what they feel.



- ❑ If you notice an anxiety or jumpy feeling in your body when your technology buzzes or beeps, it's using you. Your body is smart—trust its signals.
- ❑ If you are texting or manually dialing while you are driving a car, it's using you. Recent research indicates that even a glance at your device while driving makes it 23 times more likely that you will crash.

Tip #2

A few times a day, consciously experiment with connecting differently.

- ❑ Instead of clicking, call. While voicemail is misused too, a **brief**, upbeat, and clear message can help build a stronger personal connection. Remember that many voicemail systems let you replay what you've recorded and listen to it again before officially sending; try listening to the message you've left and record it again to make it shorter and clearer!
- ❑ Instead of clicking, walk. Go to someone's location, even if it takes you a few minutes out of the way. You never know who you'll run into along the way. If you are constantly on conference calls with people in your same location or town, choose on occasion to be with them in their location to see each other face-to-face and prevent multi-tasking.
- ❑ Instead of clicking, write a physical note. Buy an inexpensive supply of notecards at your local drugstore (no need for costly stationary!) and write one or two lines expressing your thoughts. Physical, hand-written notes get saved—and remembered.



Tip #3

Make your own rules—and share them with others.

- ❑ We teach others how to treat us, and if we're constantly available and responding-- whether or not the request is of high priority and value—we teach them that our time is wide open and less valuable.
- ❑ Decide when you are “open for business.”
 - Open-devices on; closed=devices off.
 - You can't be open for business all the time and still do a good job with your business.
 - You can also be “open” or “closed” for different parties at different times. For example, you decide you are always “open” to your best associate; but you teach others when you are available and when you are not.
 - Many instant messaging programs also allow you to select who can “see” you and who can't. Your work and time is valuable, and everyone's requests of you are not all equal.
- ❑ Determine what your exceptions will be—and only allow a few of them.
 - For example, “I don't check email after 7 p.m. except for Tuesday evenings and nights we are on deadline with the monthly newsletter.”
- ❑ Create--and communicate--your click-free zones (For example, “I am not checking emails during any team meeting and on Tuesday evenings after 8 p.m.”)
- ❑ After you've communicated your rules, act on them consistently. Too many exceptions teach people you are not serious.

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