

Digital Environment Worksheet

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Mechanism

Your digital environment is incredibly powerful, but it is also one of the largest time sinks. Social media offers easy **digital distraction**: digital use that repeatedly displaces intended creative work, rest, or relationships. Instant messengers can interrupt you at any time, computer games are optimized to move you quickly into flow, and TV series are designed for binge watching.

These things can be fun. They can also cost a lot of attention, time, and energy. If you use them while working, they usually distract you and reduce the quality of the result.

The time spent on these activities is often underestimated because they are so good at catching attention. «Minutes» on social media easily become hours. An interruption does not only steal the time of the interruption itself; it also costs the time you need to dive back into the work.

Overall, digital distractions can be distracting, interrupting, and plainly **exhausting** for creativity.

So the question is how to control your digital environment so it serves you. Done well, it gives you the time, attention, and energy you need for creative work, while still allowing

you to use its benefits. It can turn Fear of Missing Out (FOMO) into Joy of Missing Out (JOMO).

Applicability

This worksheet applies to you if you use digital media (social media, computer games, watching videos, etc.) and ...

- you have little time for creative projects,
- you frequently feel exhausted or lack energy,
- you lose time in unplanned digital use,
- notifications fragment creative work,
- digital use displaces sleep or recovery, or
- you cannot tell which digital uses help your creative work and which ones drain it.

Intervention Variables

There are a lot of tips and hacks for using digital media. But they remain patchwork unless you know what you actually want to accomplish — and for which purposes digital media helps. Once you know that, you can change your use to fit these goals.

The following interventions address different ends. Do not choose one yet. First skim the available levers. The concrete selection happens in Section 4.

If your digital use is deeply entangled with daily life, «*Digital Decluttering*» (Newport, 2019; see Box 3: Newport's Digital Minimalism on page 8) can be an effective way to clarify what you actually want to do.

Box 1: Attention Economy

Much of social media works via the attention economy: «*the business sector that makes money gathering consumers' attention and then repackaging and selling it to advertisers*» (Newport, 2019). As these companies mostly run on ads, you are the product, not the customer. What is sold is the gradual change of your attitudes and behavior.

Social media exploits two evolutionarily useful processes. First, intermittent (= variable/surprising) positive reinforcement: likes, retweets, replies, and other signals vary, including because of algorithms. Second, the need for social acceptance: likes, replies, follows, answer latency, streaks, and similar signals tap into belonging and exclusion. Social media often offers «*easy fun*». Creativity requires persistence and focus. Likes are much, much easier.

Social media companies make more money the longer you use their services (see Box: Sweet Spot Use). As Tristan Harris put it, «*In the attention economy, you win by getting people to spend time.*» Time you might otherwise spend on something else. You are not valuable to them offline, and your exhaustion, nervousness, or depression does not matter to them. On the contrary, if all you do is doom-scroll, they profit. You are a means to an end.

Because digital information can be tracked easily and used to create user profiles, companies can use these profiles — e.g., via AI — to become better and better at influencing your reactions.

Social media reinforces what gets engagement, and outrage is an engagement hook. So it is very likely to use «outrage porn» to keep you online. Whether that emotional manipulation is conducive to a well-lived life, let alone a creative life, is another question. Usually, it is not conducive to building something better. Add trolls who want emotional reactions, and bullies who enjoy power plays with little risk to themselves, and social media can quickly become a toxic environment.

The question is: Do you need social media for your creativity? Is your need for creativity fulfilled by social media? Are «*likes*» and «*shares*» enough for you? Or are they, as someone put it, just digital pacifiers on a treadmill for false, brittle popularity?

This does not mean that all social media is bad. It can be stimulating, and you can get interesting ideas this way. But there is a strong current in it that can shape your interactions and your life. If you use it, it requires strong curation so you are not swept away by toxic waters.



Relevant Chapters

For background information, see Chapter 5: Environment, Meta: Tools, and Chapter 10: Creative Direction.



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Actual Assessment

The first step is to find out how much time you actually spend on which activities. Many operating systems, including mobile systems, can provide screen time information. Shared across devices, you get a more accurate summary of how much time goes into different activities (see Figure 1).

If you later implement changes (e.g., an Integration Worksheet Trial), you can use the same information to assess whether your activities changed meaningfully.

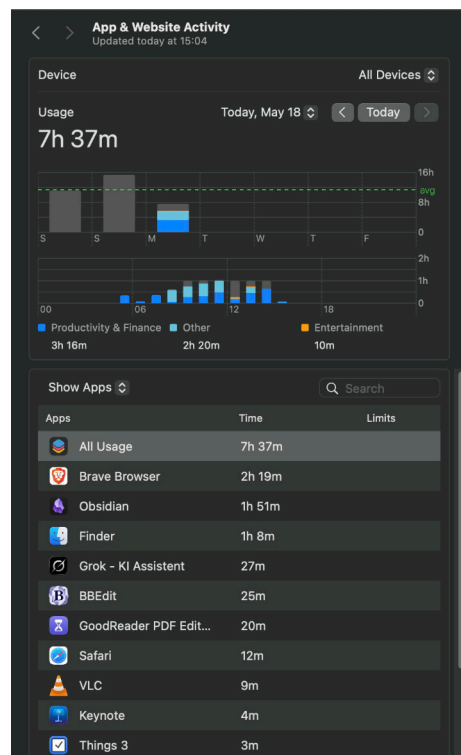


Figure 1: Screen Time.

Protect your Attention, Energy, and Time

Digital media is very strong at occupying your time. It does so gradually, mostly because it offers immediate pleasure. That creates the classic tension: you need willpower or discipline for deep work, while social media only needs you to slip up *once*. As social media and entertainment companies use highly effective and highly personalized techniques to get you, you need to protect your autonomy.

- **Go for Positive Interactions:** Many hacks remove or reduce negative effects. But it is more important to have positive things to approach than only negative things to avoid. If your life is boring and determined by others, it is no wonder that the easy fun of digital distractions dominates it. Go for direct interactions with people you like, projects that interest you, and work that has meaning for you.
- **Quiet Down the Devices:** By default, digital devices allow a lot of functionality and thus distraction. You can read and write on a tablet — but also surf the web, watch videos, and doom-scroll on social media. Turning a tablet into a dedicated book reader and digital notepad by deleting apps makes it easier to focus on those tasks. Similarly, a smartwatch is highly distracting by default, but can be made useful easily (see Smart Watches section). Even a smartphone can be focused on calendar, music, notes, todos, and podcasts. As Nietzsche wrote, «Noise murders thought.» With digital devices, you can reduce that noise.

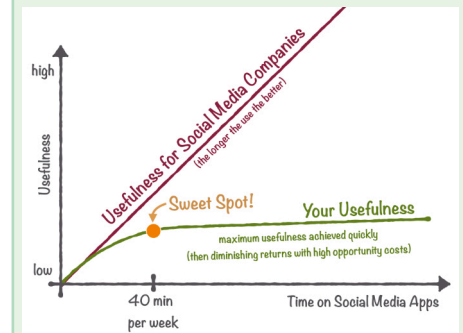
- **Remove Temptations and Distractions:** The easier it is to access digital distractions, the more likely you will access them. Remove social media apps from smartphones or tablets and use them only on your laptop at specific times. Remove links to distracting sites from the browser favorites bar. Create a media-free zone at your workplace. Put the smartphone on airplane mode into a desk drawer before working. Cancel streaming services (Netflix, Steam, etc.) if needed. Removing the competition is more effective than using willpower not to click something that is only one tap away. High barriers are needed because there will always be phases when digital distraction is easier than work.
- **Use Other Sources of Low Stimulation:** For routine tasks, you might need some background stimulation. Music without lyrics (e.g., classical music or «study music» on YouTube), brown noise, or working in a café can provide stimulation without binding too much attention. For some shallow work (e.g., sorting images, renaming files), watching videos might actually be an option. If you are interested in the story of computer games, watching a walkthrough during that kind of work might scratch that itch.
- **Deliberate Breaks:** Creative work often requires many decisions or sustained concentration. Deliberate breaks are needed; otherwise the pull of easy distraction becomes too strong. Leave the workplace, get something to drink (e.g., tea or coffee), or take a walk for longer breaks. Working

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Box 2: Sweet Spot Use

Some technology does have its place, e.g., social media for stimulation and contacts, especially weak ties. But it is designed, optimized, and adapted to your preferences to encourage use far beyond the point of diminishing returns (see Newport, 2019). It often tricks users with vague promises («you might miss out») instead of supporting deliberate, evaluated use.

For companies, use is ideal the more time you spend on their platforms (ads, content creation). Your own use might already be optimal after perhaps 40 minutes per week (see Figure below).



Establishing routines so the tools serve you, without you being used by them, allows you to reap the benefits and still have time, attention, and energy left for creative work.

without breaks is possible, but you will likely end up so depleted that you crave the «easy fun» of digital distractions.

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- **Control Access:** Interruptions during deep work cost more than the interruption itself. They also cost the time needed to re-engage with the work. With digital interruptions, however, you have a lot of control over what reaches you. Phones can be silenced, eMail notifications turned off, and instant messengers set to «do not disturb». VIP lists can still let crucial people through (e.g., core family, supervisor). If even those would distract you, disconnecting the internet might be better (airplane mode, removing the LAN cable). At first, that might feel extremely aversive (fear of missing out), but you can get used to checking messages after deep work phases, e.g., every three hours. It is possible to get people to accept that you do not reply immediately — but when you do reply, you give the message your full attention (e.g., after half a day at most).



- **Different Way of Dealing with Urges:** Digital distractions offer cheap dopamine during tedious work or when you have lost the thread. But these urges usually last only a few minutes. If you notice the urge, acknowledge it («Yes, I want to do something simple and pleasurable.»), then ride it like a wave. It may rise, per-

haps substantially, after you first notice it. But it will crest and fall again. Giving in can cost hours. Surfing the urge is usually over in a few minutes.

- **Use Focus for Transition Moments:** Digital distractions often insert themselves in transition moments. You finish one task, have no clear next action, and then you might as well ... and hours pass easily. Having the next task lined up keeps you on track. A short break away from the workspace is a valid task, e.g., «I am going to make a cup of tea, then check the outline.»
- **Protect Your Sleep:** Digital media might feel nice for winding down in bed, but the screen light and the kind of interaction make it harder to sleep well. Many people «sleep» with their smartphones within easy reach. A single thought such as «I wonder ...» can lead to resumed use because the phone is right there. Notifications with sound are particularly devastating. Getting an alarm clock and putting the phone outside the bedroom — or at least out of reach — preserves sleep quality.
- **Use Analog Media:** If you read or take notes on digital devices, distractions are only a click away. Analog media can be useful here: paper notepads, notebooks, paper books, and the like (see also Box: Example of Media-Free Time-Use).
- **Check Settings and Plugins to Make Services Less Distracting:** Digital media often has settings that reduce some of the worst effects. For example, you can disable autoplay of videos (on X.com). For some

websites, external plugins do the same job (e.g., «Unhook» to quiet down YouTube, including selectively).

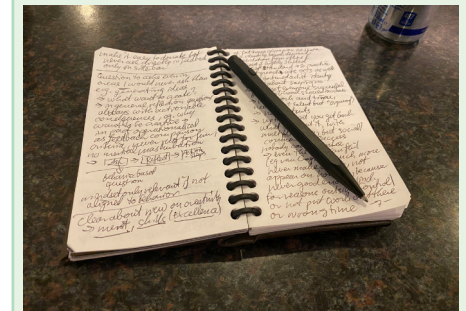
- **Go for Actual Relaxation and Mood Management:** Digital distractions allow for easy fun, but usually with a low engagement current running through them. Watching series puts you in the mood to continue watching. Computer games create flow. Social media creates the expectation that something good might come after the next swipe. Overall, this prevents a slide into boredom, but it does not move you into a better mood. Actual relaxation and mood management require slightly higher activation, but usually produce better outcomes. Address the actual issue (e.g., lost thread, dissatisfaction with the state of the work). Or go for active relaxation: a walk, run, shower, bath, etc. It gives you distance from the work and the energy to resume it.
- **Go for Pull, Not Push:** As a general rule, invite information; do not let it be pushed automatically to you. Opening the mail app or accessing social media only on a laptop/desktop and only during specific times removes much of the daily distraction while still keeping you informed. Similarly, using an RSS reader is an efficient way to stay informed without being dragged through algorithmic feeds.
- **Communicate Efficiently:** Given the low costs of instant messengers and eMail, people often communicate poorly. Instead of one short conversation to clarify an issue, multiple messages are exchanged and misunderstandings

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Example of Media-Free Time-Use

As a small example, during a conference trip I was sitting in a restaurant and waiting for my food. It took a while. As I was traveling alone, this would have been the classic situation to use the smartphone and spend time on social media.

Instead, I put my paper notebook in front of me and did nothing. After a while, the first ideas came bubbling up. When the food arrived, and during the meal, I wrote down nine pages of quite good initial ideas, with the potential to get even better within a few iterations.



become likely. Closing the loop quickly — e.g., through face-to-face interaction or a phone call — saves time that would otherwise be wasted.

Digital Media Sabbath and Off-Grid Months

Some people recommend taking one day off digital media each week, akin to the Jewish tradition of Sabbath. This can be relaxing and a good opportunity to reorient yourself. But it can also be like eating one healthy meal

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per week while living off junk food for the other six days. Overall, it is more effective to change your general technology use. That way, sabbaths become unnecessary and you can work in a focused manner during the week. See also «*Deep Work*» by Newport.

Similarly, a month off the grid sounds nice. If done as digital decluttering, it can help you determine what you actually want to do (see Box: Newport's Digital Minimalism). However, if digital distractions exhaust you during the year, it is better to change your general approach so you do not need to go off the grid to recharge.

Smart Watches

Smart watches are even more intimate devices than smartphones. They can tap you on the wrist with vibration alerts you would likely tolerate from only a few people. Unless they are firmly controlled, essentially anyone can interrupt you for any reason.

So it pays to focus them. Disable notifications that are not from VIPs and never allow notifications from services. Turn the watch to silent mode (crossed-out bell). Create watch faces that show only task-relevant information. For example, a sleep watch face might show only the alarm, an icon for recording audio notes (for ideas in bed), a meditation timer, your first calendar appointment tomorrow, and the battery charge. A work watch face might show only the time and the next calendar appointment. Turning the watch to grey scale also quiets it down visually (check the accessibility settings, usually via color filter).

Once focused, a smart watch can be useful: an

unobtrusive vibration alarm (especially if you sleep with earplugs), quick idea recording in bed, always seeing the next appointment, countdown timers for deep work phases or making tea, etc.

Technologically-Mediated Expectations

Technology is value-neutral; it can be used for good and evil. Yet there is a tendency to think that just because something is technically possible, it should be used. As if more technology were always better.

You see this with the rise of instant messengers. Apps such as WhatsApp allow people to contact others, including multiple people via group chats, with the immediacy of a phone call, but without the time and attention needed to actually call someone. The result is instant interruption, triggering replies, which then propagate the effect.

If you are working in a boring job where you crave stimulation, these interruptions might be the impulses that keep your blood pumping. But if you need to concentrate on creative work, they are electric shocks that destroy your focus. To concentrate, you need to isolate yourself against these impulses.

However, many people assume that others are available 24/7 and that replies can be expected within minutes. Just because they do it and because it is technically possible.

Still, it is your decision whether you accept that framing or establish a different rule for yourself. For example, never check social media or eMails in the morning, and go online only after your first deep work phase.

This will make you an oddball in some contexts. People who think they have a right to your immediate reply will not like it. Those who detest it when others make something of themselves will be especially adamant that you change your behavior. And people who spend their time talking about entertainment — e.g., the latest «*must see show*» — will be «*amused*» that you do not watch it.

But in the end, you decide what is more important for you and your creativity: being immersed in an often superficial conversation 24/7, the latest hypes and outrages, always available like a slave — or establishing boundaries that allow you to create something new and useful.

VIP Filtering

By default, digital media treats messages and calls from all people and services as equivalent. Most apps and smartphones allow you to differentiate via VIP (very important person) filtering.

You can allow calls to reach you, or notifications with sound, only if they come from a list of core people (e.g., family, supervisor). Otherwise calls go to the mailbox and messages still arrive, but without sound or notifications.

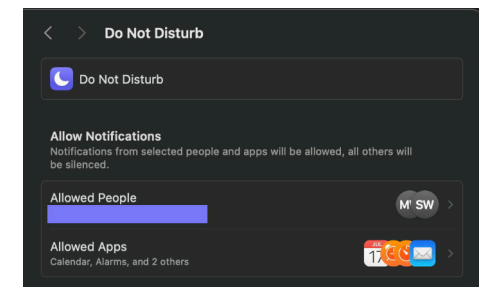
Ask yourself: **Do you really need to get the information exactly in that moment?** Then check your devices for options such as «*Do Not Disturb*», «*Focus*», «*Favorites*», «*VIP*», or similar.

There is usually no good reason to be notified by messages from services, unless they are related to security. Reactions to comments or

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likes do not warrant an interruption.

As you prevent people from reaching you, first observe who contacts you, how, and who actually needs to reach you in that moment. The major risk is that a very important person uses a different phone number or eMail account. Then you might miss important information. If you check messages every three to four hours, that is the maximum latency for important but falsely silenced information.



Sender Filter

If your work leads to people contacting you, it can become useful to manage expectations. A sender filter sets expectations and removes the urge to reply to every message (see «*Deep Work*» by Newport).

You simply state on your website or profile page that you reply only to messages that are a good match for your schedule and interests. You can also point to an FAQ for usual queries. A stronger version requires a small fee that is returned if the contact is actually worthwhile.

With expectations stated clearly, you can delete vague and unspecific «*cold-call*» eMails without guilt. After all, if people do

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not take your time and effort seriously by violating the contact requirements, why should you honor them and reply? It also upholds standards and makes the times when you actually do reply to a good eMail much more valuable for the recipient.

You can also use these filters to clamp down strongly on eMails during vacations. For example with the following auto-reply (the money is set at an amount below the legal gift limit):

Thank you for your email.

I am currently on vacation — a real vacation, not an academic one — and will not be reading email on this account until DATE.

For genuinely important matters, meaning matters that are important for both you and me rather than merely urgent on your side, you may use a modified Novak method:

Please transfer \$4.99 to the following PayPal account:

[PayPal-Link]

In the payment note, include a short description of the issue and a contact email address. I will be notified of the payment within a day.

If I agree that the matter is genuinely important, I will refund the payment and contact you. If I do not, I will keep the payment and put it toward a drink as compensation for the interruption.

For all other emails, I will respond after DATE.

Reference: Heinlein, R. A. (1985). *The Cat Who Walks Through Walls. A Comedy of Manners*. New York: Ace Books.

Trial Definition

Digital distractions are sneaky. First determine how often and for how long you use digital technology. Small interactions add up, and usually indicate a habit that will make changes challenging.

Then look at your aspiration and the creative projects you want to do (see book Chapter 10: Creative Direction). Is your digital technology use aligned with your aspiration and projects? Does this use support your creative system, and at what dose? Table 1 can help make the issue concrete and shows some

examples. If possible, use the effect column to differentiate between necessary (e.g., work, family), creatively useful, neutral recovery, ambiguous, or draining/displacing. If that classification is too difficult, at least assess whether the activity specifically helps a creative function.

For digital media that is useful for your creative work — publishing, audience contact, client acquisition, research, visual reference, collaboration, community, weak-tie discovery — be concrete. See Table 2 for categories and examples.

Sometimes digital technology does fulfill a useful function, but the way or amount of use is off. In these cases, changing the use or limiting the amount of time (see Box: Sweet Spot Use) gives you more time, energy, and attention.

For digital distractions, the Intervention Variables provide suggestions for addressing the identified issue. For examples, see Table 3.

Usually, the digital distraction fulfills a need. Instead of simply dropping it, identify its purpose first and address that issue. Common purposes are stimulation, rest, avoidance,

Activity/Service	Time/week	Planned or Unplanned?	Effect ()	Helps with which creative function?	Hurts which creative function?	Decision: keep/reduce/change/substitute/remove/test
Instagram	5 h	Mostly unplanned	Ambiguous/draining	Visual reference, weak ties	Creative Foci, sleep	Test laptop-only use
YouTube	~4 h	Mixed	Creatively useful when searched deliberately; draining when algorithmic	Capabilities: tutorials; Idea Flow: references	Creative Foci: rabbit holes; Projects: delays starting work	Change: search/use queue only; recommendations hidden
Email	~5 h	Mostly reactive	Necessary but over-checked	Projects: client/work coordination	Creative Foci: fragments mornings; Projects: creates false urgency	Reduce/change: check after first work block, then fixed windows
Streaming series	~7 h	Planned at start, often extends	Neutral recovery → sometimes draining-displacing	Person: relaxation, mood shift	Sleep; Projects: evening work/recovery displaced	Test: fixed end time; substitute 2 evenings with walk/reading
Smartphone in bed	~3 h	Mostly unplanned	Draining-displacing	None, except occasional idea capture	Sleep; Person: recovery; Projects: next day	Remove/test: phone outside bedroom, watch/paper for capture

Table 1: Service Effects (Effect (*) necessary / creatively useful / neutral recovery / ambiguous / draining-displacing)

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Activity/Service	What exact function does it serve?	What dose is enough?	What part is production/distribution vs consumption/reaction?	Can creation and checking be separated?	What metric shows creative value rather than platform engagement?
Instagram / X / similar platform	Share finished work, maintain weak ties, notice relevant opportunities	2 posting/checking windows per week, max. 20 min each	Production/distribution: posting work. Consumption/reaction: scrolling, replies, likes	Yes: create posts offline; upload during fixed window; check replies later	Useful contacts, commissions, references, or project-relevant leads
YouTube	Learn specific techniques and find visual/reference material	One defined search session, max. 30–45 min, tied to current project	Production if publishing videos; otherwise mostly consumption	Yes: save links to queue; watch only from queue; no homepage/recommendations	Technique applied, note created, problem solved, or reference added to project
Discord / Slack / forum community	Peer feedback, collaboration, professional exchange	Check 2–3 times/week or during active collaboration only	Production: posting questions/work. Reaction: chat, debate, status checking	Partly: write question/update first, then open app and post	Specific feedback received, problem solved, collaborator found, decision improved
Personal website / portfolio	Public availability of work, credibility, project archive	Monthly maintenance or after each finished project	Production/distribution, not daily engagement	Yes: update site separately from analytics checking	Inquiries, downloads, references sent, portfolio pieces completed
AI assistant	Drafting alternatives, summarizing sources, testing structure, finding blind spots	Use only at defined project bottlenecks	Production support if tied to artifact; consumption if used for endless ideation	Yes: define task before opening; close after output is used or rejected	Text revised, structure clarified, decision made, next action created

Table 2: Services and Functions

social contact, status checking, uncertainty reduction, boredom prevention, transition filler, or emotional downshifting. The intervention should target that purpose and address it in a more efficient and effective way.

If digital technology has become a huge part of your life (social media, binge watching, etc.), digital decluttering (Box: Newport's Digital Minimalism) might be warranted. If so, you are in for a very interesting experience.

If the changes affect reaction latency to messages from people you know, you might need

to manage expectations. Some people think they have a right to your immediate reply and see any delay as judgment on the relationship. In that case, the relationship itself becomes part of the issue. In work contexts, the question is whether focus for actually doing the work is available. In private contexts, the question is whether immediate availability at any time for any reason is actually a good standard.

When conducting the trial, take long-term and side effects into account. Some have to be addressed early and quickly: isolation, missed

opportunities, friction with collaborators, reduced distribution, over-rigid rules, or replacement by another distraction. Others can be a good sign, e.g., when the immediate short-term effect is boredom or anxiety (FOMO). Often, that simply means you made a serious change and can now use that arousal for something with higher long-term impact.

Trial Examples

Possible trials include:

- Phone outside bedroom for four weeks.
- Social media laptop-only, two scheduled windows per week.
- VIP-only notifications during creative blocks.
- YouTube with recommendations removed for two weeks.
- No messaging before first deep-work block.

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Issue	Indicators	Possible Actions
Time sink	planned 10 minutes becomes 90	Reduce access: delete apps, remove bookmarks, cancel services, device-free zones.
Interruption	messages break deep work	Reduce push: notifications off, VIP lists, do-not-disturb, pull-not-push.
Transition leakage	after finishing one task, digital distraction enters	Protect transitions: next-action cues, shutdown/startup rituals.
Sleep leakage	bed use extends the day	Relocate use: laptop-only, scheduled windows, no phone in bed.
Mood substitution	digital media is used instead of recovery or problem-solving	Replace function: real breaks, walks, low-stimulation alternatives, analog media.
Ambiguous creative use	research/inspiration becomes consumption	Preserve useful digital use: RSS, deliberate social media windows, creative input lists.
Communication pressure	others expect immediate response	Manage expectations: sender filters, response windows, auto-replies.

Table 3: Issues and Possible Actions.

- Streaming service canceled for one month, with replacement evening activity chosen in advance.
- RSS reader instead of algorithmic feeds.

For example, if social media enters transition moments:

- **Change behavior:** After finishing a work block, stand up, write next task on paper, leave desk for five minutes. Phone remains in drawer.
- **Success:** At least 8 of 10 transitions happen without social media.
- **Abort:** If urgent communication is

missed twice.

- **Duration:** Two weeks.

For example, if YouTube research becomes open-ended consumption:

- **Change behavior:** Save videos to a «research queue» during the week; watch only Friday 16:00–17:00 with notes open.
- **Success:** At least 3 useful notes or references captured per session; no unscheduled YouTube use on 8 of 10 weekdays.
- **Abort:** If research delay blocks active project work twice.
- **Duration:** Three weeks.

Hand-Off

Technology is value-neutral; its use for you is not. Especially when big tech companies try to use your time, energy, and attention for their purposes. Given the data and computing power they have, especially with AI, they have powerful methods to manipulate you. But you are not without options. You can curate your environment so you have the time, energy, and attention to create things that are new and useful — and actually matter to you and others.

Unless you do digital decluttering, do not redesign your entire digital life in one trial. Pick one pattern, one lever, and one observable outcome.

Take one selected intervention and do an Integration Worksheet Trial. Define the Trigger, Start Action, Behavior, Time Source, Success, Abort, Ambiguity, Duration, and Decision Date — and take your digital life into your own hands.

More Information

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Box 3: Newport's Digital Minimalism

An interesting approach to digital technology is Newport's Digital Minimalism, defined as «A philosophy of technology use in which you focus your online time on a small number of carefully selected and optimized activities that strongly support things you value, and then happily miss out on everything else.» (Newport, 2019).

The idea is to find your aspirations or values and focus on a small number of high-value activities. Instead of letting technology determine what you do, or trying to manage it with ad-hoc hacks, you use it based on your aspirations and deep values.

Newport recommends digital decluttering to see who you are without social media and similar services. It lets you see the impact of technology on what you value most, not only the immediate effects — which are often short-term positive but long-term destructive.

If you do not use social media for a month, you might find out that people do not really miss you. Social media is often only «a simulacrum of importance without requiring much effort», and the sites quickly cover a disappearing node. However, if you actually make money via social media, e.g., with a YouTube channel, that month could be costly. The site might downgrade your channel due to lack of new content, making it hard to reach previous audience numbers again. Creating content in advance and scheduling it during your decluttering

month would likely reduce that impact.

The diagram on the right summarizes his approach. Especially if social media takes up a huge part of your spare time, digital decluttering can be very helpful to find out what is important to you.

For more information, see Newport, C. (2019). *Digital Minimalism*. Penguin Business.

