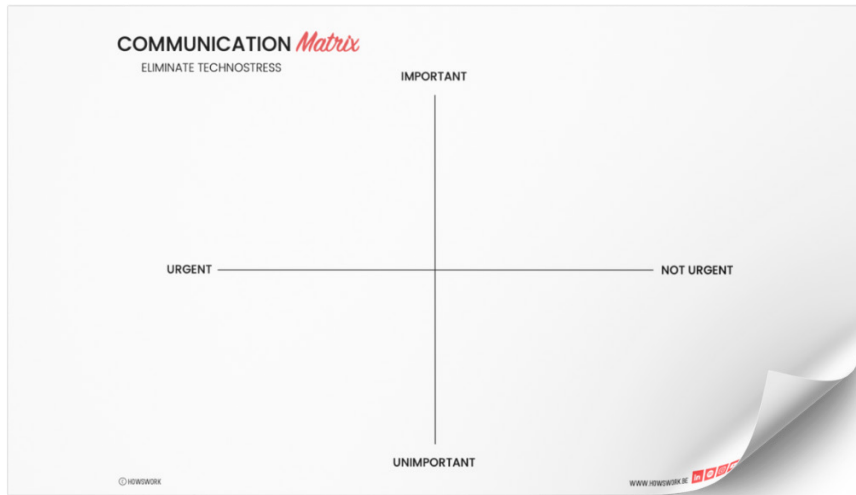


DIGITAL PEACE



PREPARATION

Download the exercise 'The Communication Matrix' and show it during a team meeting or one-on-one conversation. Show the **explainer video** to the team/colleague to frame the exercise.

MATERIAL

- The 'Communication Matrix' exercise
- Pens

OBJECTIVES

- Awareness about the different communication channels the team is currently using.
- Making agreements on the communication channels to use for urgent/important messages.
- Taking concrete actions to prevent techno-stress.
- Creating a shared language around digital wellbeing.

FORMAT

PHYSICAL: When doing this exercise physically, we recommend you to print the pdf for everybody.

ONLINE: The exercise is an **interactive PDF** in which you can take notes during a digital meeting.

EXPLANATION

When there are no **clear agreements** on how to use the many different communication channels we have today, it can have a negative impact on our focus and wellbeing. I would like to reflect with you on how we can improve our digital wellbeing by listing the different communication channels we use today and make better agreements about how we use them by discussing two elements: importance and urgency.

INSTRUCTIONS

STEP 1 | Give team members a few minutes to **individually** list all the communication channels they use while working.

STEP 2 | Discuss in **group** whether all these communication channels are needed and efficient. Are there any communication channels that you can cut?

STEP 3 | Discuss in **group** what channels you would like to use for (not) urgent / (not) important messages. Something that is urgent is not necessarily important and vice versa. Use the communication matrix for visual support.

STEP 4 | Once all team members have given their input, ask them to **individually** define **3 concrete actions** for more digital peace.

STEP 5 | Ask team members to share this **in group**. In doing so, give enough space for others to pick up on each other.

STEP 6 | At the next (team) meeting, **critically review the actions**. Questions such as: "What did you notice?", "What went well?" and "What didn't work?" are valuable here. In this way, make a recurring conversation of how the team uses the communication channels.