

03

Digital Wellbeing and Work-related Stress

- 3.1 The Clean Desk Challenge
- 3.2 Midday Mindfulness Sessions
- 3.3 Virtual Team Lunch/ Coffee Hour



Exercise 3.1

The Clean Desk Challenge

Activity Type: Group/Individual

DESCRIPTION

The Clean Desk Challenge is designed to promote digital well-being and decrease work-related stress by encouraging remote employees to keep tidy workspaces. Participants will upload pictures or short video clips of their organised desks to an online channel or form. The activity aims to establish the link between a clean workspace, higher focus, and reduced distractions, contributing to overall digital life balance.

LEARNING OUTCOMES

After completing this activity, learners will achieve the following learning outcomes:

- Understand the importance of maintaining a clean workspace for improved focus and reduced stress.
- Develop habits for regular desk organisation.
- Engage with colleagues in a fun, stress-reducing environment.
- Use of digital platforms to share progress and encourage a community of wellbeing.

MATERIALS NEEDED FOR IMPLEMENTATION

- PROSPER online course
- A desk or workspace
- Camera for taking pictures/ recording video clips
- A chosen online forum for uploading content. A good option suggested could be Google Forms
- Digital Giftcards for rewards (or an alternative chosen reward)

TIME REQUIRED

Initial set up time: 1 hour

Ongoing: 5/10 minutes daily or weekly (depending on how often you want to do it!) for desk tidying and content upload.

The Clean Desk Challenge

Theoretical background

Module 2, Unit 1 of the PROSPER online course:

<https://course.prosper-project.eu/module-2-unit-1-digital-wellbeing-and-work-related-stress/>

Keeping a clean workspace can positively impact mental well-being, reduce stress, and increase productivity. This idea is supported by various psychological and organisational studies that show environmental factors play a crucial role in shaping one's mental state, especially in a remote working setup.

Preparation

Set up the online channel or forum where participants will upload content.

Create guidelines explaining what constitutes as a 'clean desk'.

Decide on the frequency of uploads (this could be daily or weekly or even monthly!).

Then decide on rewards. Finally, announce the challenge to your employees and provide them with the instructions on how to participate.

The trainer should be acquainted with Module 2, Unit 1, 2, 3 and 4 of the PROSPER online course as this activity needs the overall understanding of the module:

- <https://course.prosper-project.eu/module-2-unit-1-digital-wellbeing-and-work-related-stress/>
- <https://course.prosper-project.eu/module-2-unit-2-assessing-monitoring-well-being-in-hybrid-settingsmodule-2-unit-2/>
- <https://course.prosper-project.eu/module-2-unit-3-work-related-stress-prevention-and-actions/>
- <https://course.prosper-project.eu/module-2-unit-4-on-the-spot-interventions/>

Introduction

Introduce the Clean Desk Challenge in a team meeting or via a group email. Explain the purpose, guidelines, and rewards. Encourage everyone to participate for the sake of both their digital and mental well-being.

Activity description

Theoretical intro about how to measure the sense of belonging and inclusivity in a hybrid working environment.

Step 1: Understanding the Importance

Discuss with participants why a clean workspace is essential for better focus and reduced stress. Ask participants to list down or draw symbols for the main factors that they think contribute to a balanced digital life and reduced stress. These could be collected virtually or written on a shared document.

Step 2: Desk Organisation Strategies

Divide participants into small groups. Each group is tasked with coming up with different methods of keeping a desk clean and organised. Strategies could be based on types of clutter (e.g., paper clutter, digital clutter) or based on frequency (e.g., daily, weekly cleaning). Each group should also suggest what rewards could help maintain these habits.

Step 3: Strategy Presentation

Groups will then present their desk organisation strategies to the larger team, describing the methods and rewards they have chosen. Each presentation can be up to 5 minutes.

Step 4: Voting on Best Practices

After all groups have presented, participants can vote on which methods and rewards they find most effective or appealing. The strategies with the most votes will be adopted for the challenge.

The Clean Desk Challenge

Activity description

Step 5: Creating Submission Guidelines

Participants collectively decide on the rules for submitting photos or video clips of their clean desks. These could include aspects like what angles the photos should be taken from or what the minimum requirements are for a desk to be considered "clean".

Step 6: Launch the Challenge

Once guidelines and strategies are in place, the Clean Desk Challenge is launched. Participants will start implementing the chosen methods and upload pictures or video clips of their clean desks to the designated online channel or form.

Step 7: Weekly Round-up and Rewards

At the end of each week, a roundup will be conducted to showcase the cleanest and most improved workspaces. Participants can also share tips or tricks they found helpful. Rewards like digital gift cards will be given based on participation or other decided criteria.

Step 8: End of Challenge Reflection

After the challenge is complete, gather participants to discuss the overall experience. Ask them what they learned, what habits they think they will continue, and how the challenge could be improved for future iterations.

Debriefing

Share the successes of the challenge at the end of each week or at the conclusion of the challenge. Highlight notable clean desks, improvements made, or any tips and tricks learned throughout the challenge.

Adaptation to online mode

The activity is naturally suited for online participation. If needed, periodic video calls can be set up for participants to show their clean desks and to collectively discuss the benefits they've experienced from maintaining a cleaner workspace.

Exercise 3.2

Midday Mindfulness Sessions

Activity Type:
Suitable for
Group / Face to
Face/ Online
settings

DESCRIPTION

This activity involves daily 15-minute sessions of meditation and basic yoga exercises aimed at remote employees and the ones present in the office. Prompted by an alert, each session is designed to be led by either a participating employee or a pre-selected video. The goal is to provide a structured opportunity for remote workers to take a break from screens and engage in activities that promote mental and physical health.

LEARNING OUTCOMES

After completing this activity, learners will achieve the following learning outcomes:

- Develop mindfulness techniques for stress management.
- Enhance focus and concentration.
- Promote better physical health through basic stretches and yoga.
- Foster a culture of wellbeing among remote employees.

MATERIALS NEEDED FOR IMPLEMENTATION

- PROSPER online course
- Yoga mats (if in-person)
- Zoom or similar video conferencing software
- Pre-selected meditation and yoga videos or a willing employee to lead
- Alert software to remind employees to join the session

TIME REQUIRED

15 minutes per session, preferably daily at midday.

Midday Mindfulness Sessions

Theoretical background

Module 2 of the PROSPER online course:

- <https://course.prosper-project.eu/module-2-unit-1-digital-wellbeing-and-work-related-stress/>
- <https://course.prosper-project.eu/module-2-unit-2-assessing-monitoring-well-being-in-hybrid-settingsmodule-2-unit-2/>
- <https://course.prosper-project.eu/module-2-unit-3-work-related-stress-prevention-and-actions/>
- <https://course.prosper-project.eu/module-2-unit-4-on-the-spot-interventions/>

Studies have shown that regular breaks from work and screen time can reduce stress, enhance productivity, and prevent the negative impacts of prolonged screen use, such as digital addiction, anxiety, and depression. After completing Module 2, managers will understand the importance of regular breaks to reduce stress and increase productivity. They'll see the value in adding mid-day mindfulness sessions for online workers. These sessions can make employees happier and more focused, benefiting the entire business.

Preparation

Select or create meditation and yoga video materials. Schedule regular alert reminders. Inform team members about the initiative and how to participate. The trainer should be acquainted with Module 2, Unit 1, 2, 3 and 4 of the PROSPER online course as this activity needs the overall understanding of the module.

Introduction

At the beginning of each session, take a minute to remind participants of the importance of digital wellbeing and what the session will involve. Encourage employees to set aside all other tasks and commit to the session fully.

Activity description

Theoretical intro about how to measure the sense of belonging and inclusivity in a hybrid working environment. When the alert goes off, participants join a designated Zoom room or, for those in a physical office, gather in a designated open space. The session begins with a one-minute orientation to remind participants to set aside all distractions, such as mobile phones and ongoing work, and to fully commit to the

session. The first segment of the session is 7 minutes of guided meditation. Participants will be led through breathing exercises to help them relax and let go of any tension. The guidance can come from either a pre-selected video or an employee skilled in meditation techniques. The objective is to bring everyone's focus into the present moment, helping them to disengage from work stress and screen fatigue. The second segment consists of 7 minutes of yoga stretches and poses aimed at relieving muscle tension and promoting physical wellbeing. This could include basic poses like the mountain pose, downward dog, and seated forward bend. Again, these activities can be led by either an instructional video or an employee with yoga experience.

In between the two segments, there will be a one-minute transition time. During this period, participants can adjust their positions, take a sip of water, or simply continue with deep breathing. This serves as a buffer to smoothly transition from the quiet, still nature of meditation to the more active yoga stretches. The session wraps up with a brief closing, where participants are guided to take deep breaths and slowly open their eyes if they had them closed during meditation, ready to re-engage with their work more effectively and mindfully.

Debriefing

After the activity, take a moment to acknowledge the efforts made and encourage participants to carry these healthy habits beyond the session. Remind them that small, consistent actions make a big difference in their wellbeing.

Adaption to online mode

If conducted online, make sure to provide participants with links to the necessary videos and digital rooms beforehand. Participants can also be encouraged to use virtual backgrounds that evoke calmness or nature to further enhance the experience.

Exercise 3.3

Virtual Team Lunch/ Coffee Hour

Activity Type:
Suitable for
Online settings

DESCRIPTION

This is a regularly scheduled online gathering where team members share a meal or a cup of coffee over a video call. The goal is to provide a space for employees to socialise, unwind, and foster a sense of community, thus contributing to improved well-being and team cohesion.

LEARNING OUTCOMES

After completing this activity, learners will achieve the following learning outcomes:

- Strengthen team relationships.
- Increase employee morale and job satisfaction.
- Provide a mental break from work, aiding in stress management.

MATERIALS NEEDED FOR IMPLEMENTATION

- PROSPER online course
- Video conferencing software (e.g., Zoom, Microsoft Teams)
- Optional: Pre-selected topics or ice-breaker questions

TIME REQUIRED

30 to 60 minutes

Virtual Team Lunch/Coffee Hour

Theoretical background

Module 2 of the PROSPER online course:

<https://course.prosper-project.eu/module-2-unit-1-digital-wellbeing-and-work-related-stress/>

The module educates them on how to assess employee well-being and address work-related stress in a hybrid setting. This knowledge will make it clear that implementing mindfulness schemes is essential for keeping employees happy, productive, and less likely to suffer from burnout.

Preparation

Schedule the event at a time suitable for all team members.

Send out a calendar invite with the video call link.

Optional: Prepare a list of topics or questions to initiate conversation.

Introduction

Start the meeting by welcoming everyone and outlining the purpose of the virtual gathering. Explain that it's a casual space for everyone to relax and socialise.

Activity description

Team members join the video call at the scheduled time with their meal or coffee.

Optional: The host can initiate conversation using the pre-selected topics or ice-breaker questions.

Allow free-flowing conversation, ensuring that everyone has a chance to speak.

Debriefing

Towards the end, thank everyone for participating and ask for any feedback or suggestions for future sessions. Mention the date and time for the next virtual gathering.

Adaptation to online mode

Use breakout rooms for larger teams to ensure everyone gets a chance to speak.

If team members are in different time zones, consider recording short video messages that can be shared and watched at a convenient time.

Use interactive features like polls or emojis to keep the conversation lively.