



# Digital Wellbeing

## Working smart in Microsoft 365 with Viva

**Ståle Hansen, CEO**  **CloudWay**

Microsoft Regional Director

Microsoft MVP

<https://cloudway.com>



Lesley Crook

Dec 5, 14:37

Ståle Hansen here's the draft for your comments [Wordpress process.docx](#)



Lesley Crook

Dec 5, 14:37

Ståle Hansen here's the draft for your comments [Wordpress process.docx](#)



Wordpress process.docx  
24.09 KB



Copy



Forward



Copy link



Save



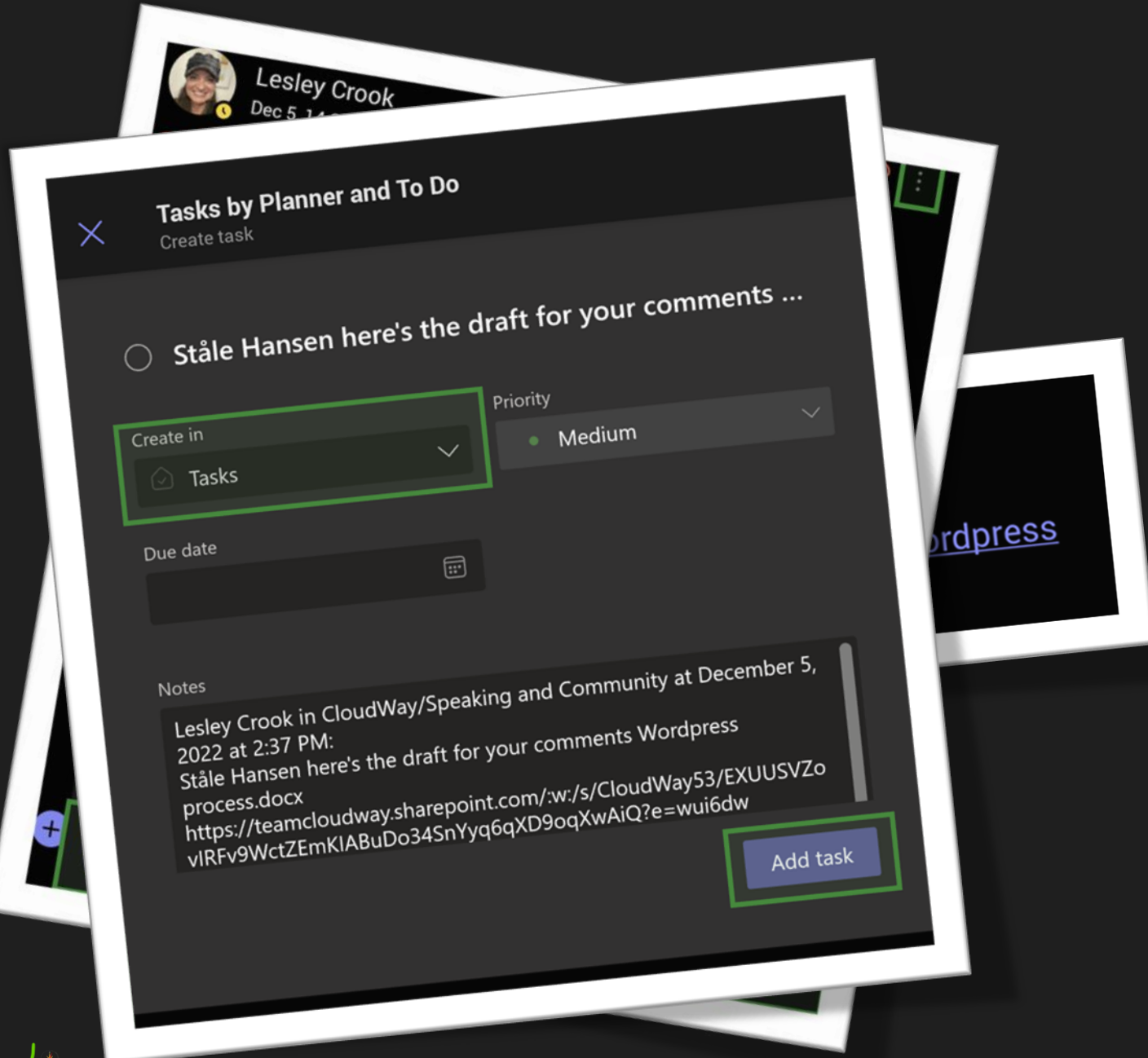
Mark as unread

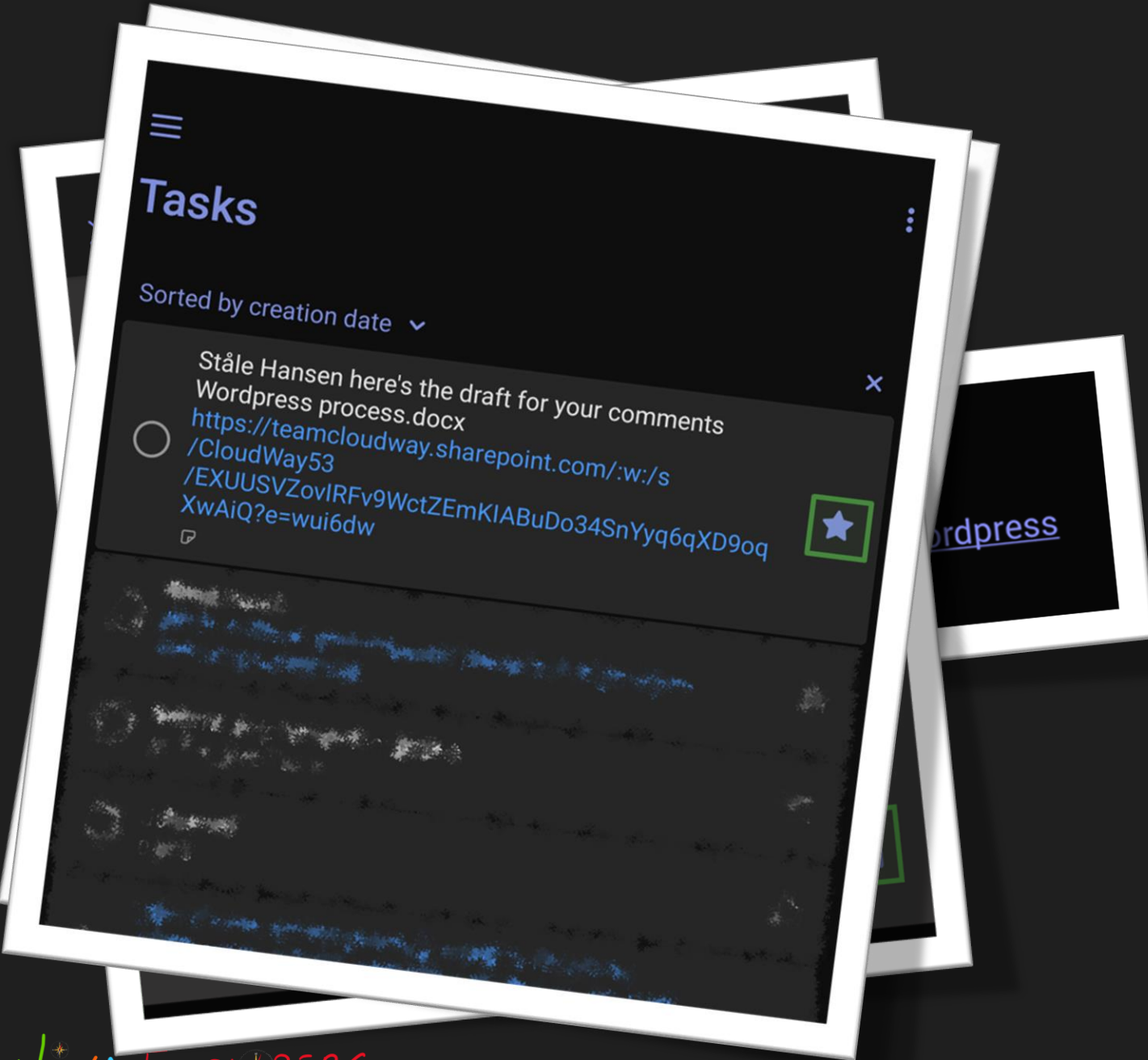


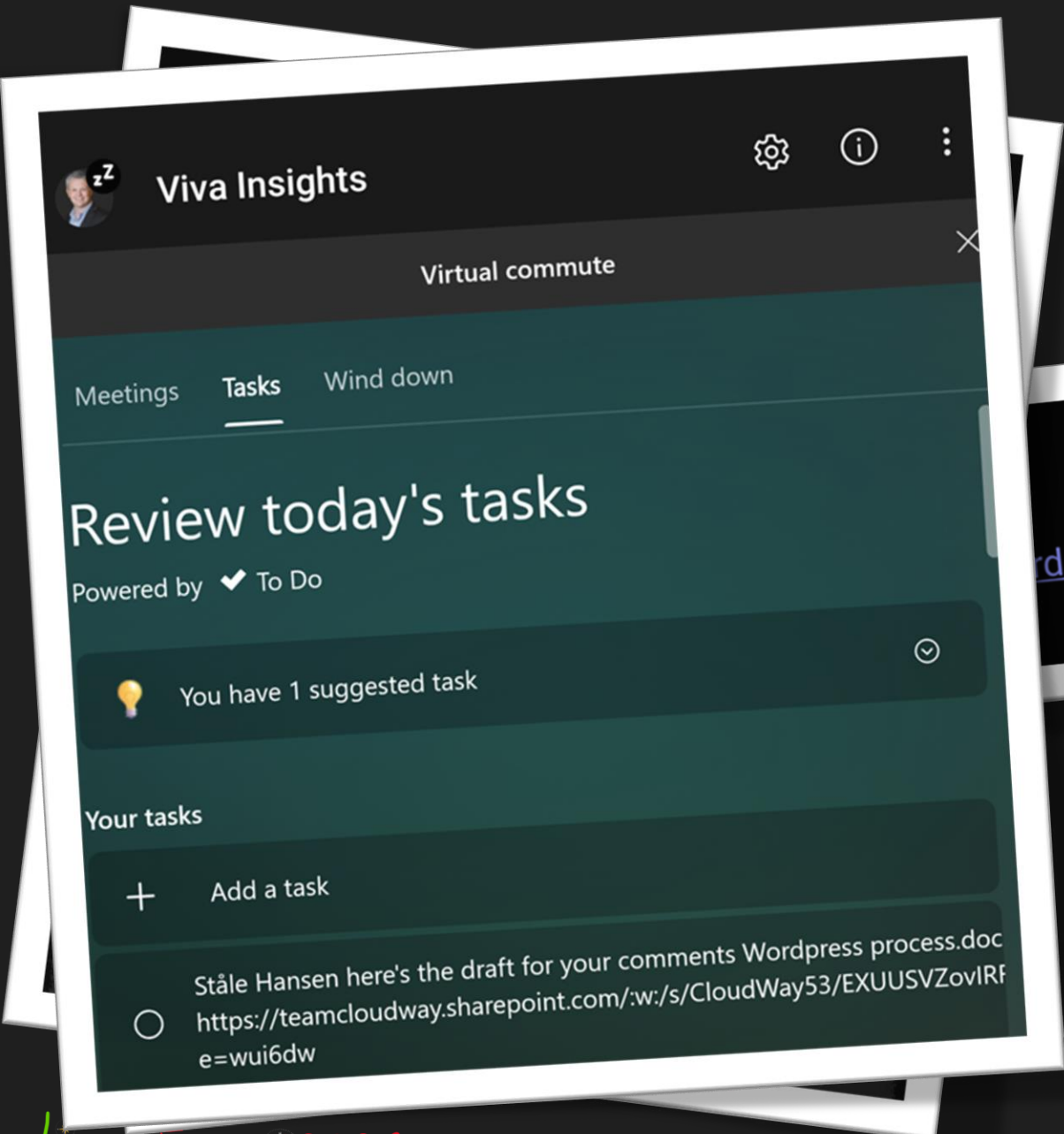
Create task

Tasks by Pl...


ordpress







← Important

○ Ståle Hansen here's the draft for your comments Wordpress process.docx   
<https://teamcloudway.sharepoint.com/w:/s/CloudWay53>

✓ Remember to include speaker tags

✓ Check for Metadata tagging, which is easy to miss

+ Next step

☀ Add to My Day

🔔 Remind me

📅 Add due date

e=wu16aw

← My Day

○ Ståle Hansen here's the draft for your  
comments Wordpress process.docx  
[https://teamcloudway.sharepoint.com/:  
w:/s/CloudWay53](https://teamcloudway.sharepoint.com/:w:/s/CloudWay53)

🔔 Remind me

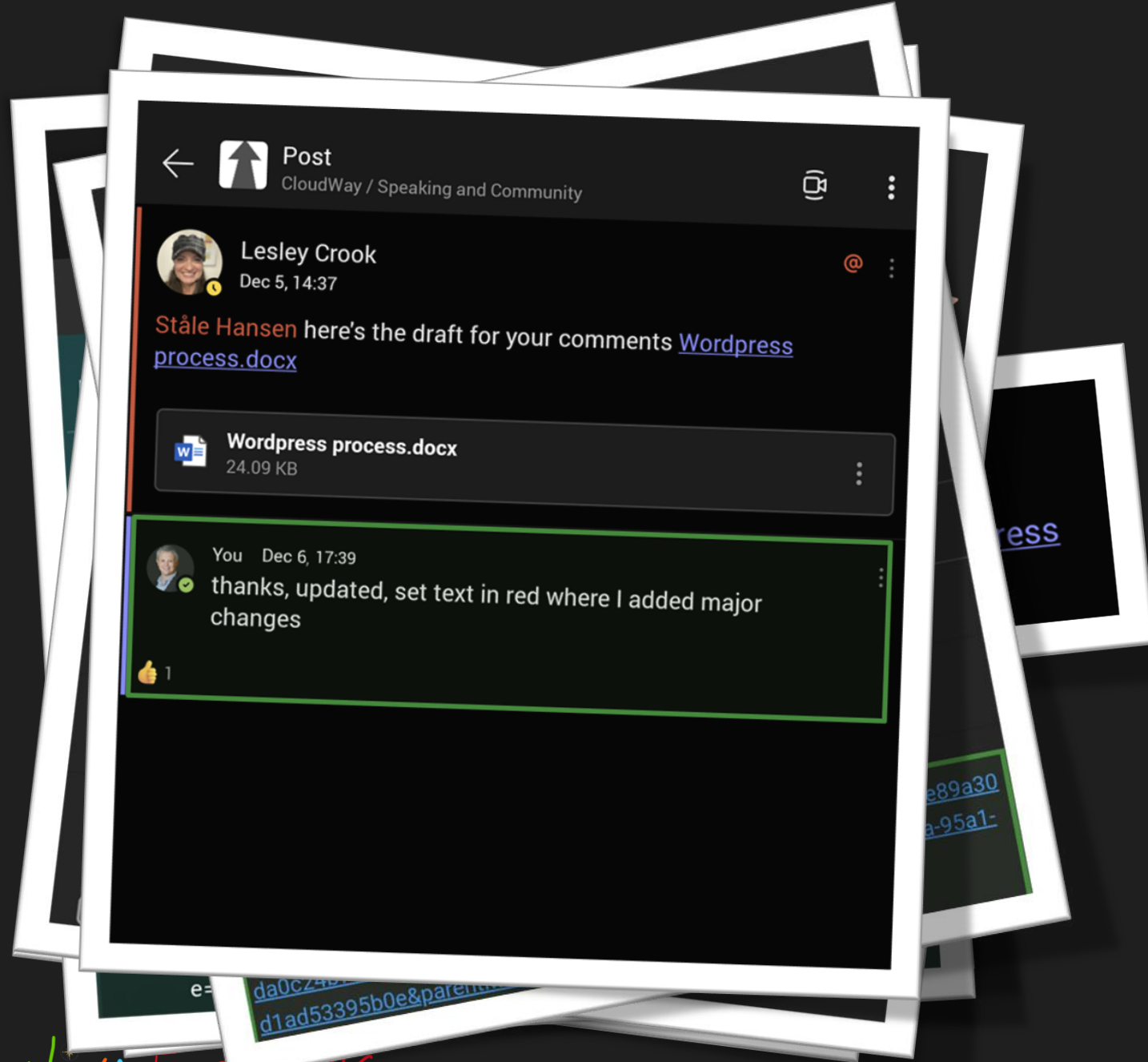
📅 Add due date

🔄 Repeat

📎 Add file

<https://teams.microsoft.com//message/19:07801ef7db294f60a7c28e89a30708c3@thread.skype/1670247462315?tenantId=d99c3e0a-5a04-4bda-95a1-da0c24b731ee&groupId=f56777ab-44f0-434b-830f-d1ad53395b0e&parentMessageId=1670247462315>







Lesley Crook

Dec 5, 14:37



Ståle Hansen here's the draft for your comments [Wordpress process.docx](#)



Wordpress process.docx

24.09 KB



You Dec 6, 17:39

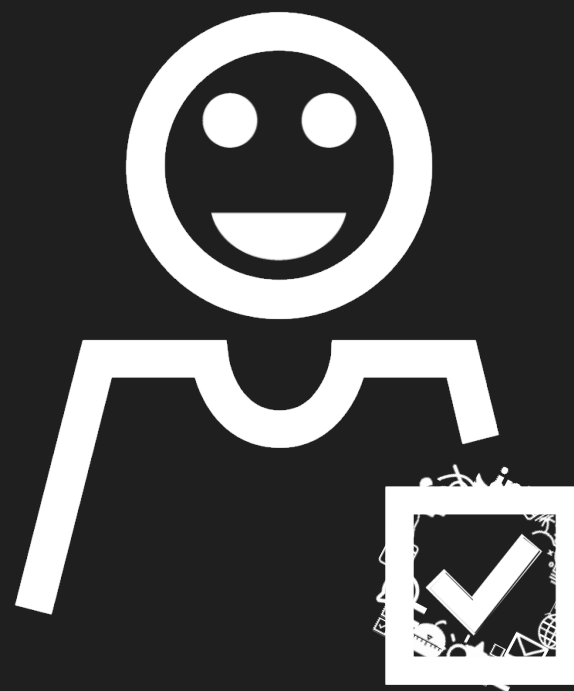
thanks, updated, set text in red where I added major changes



1

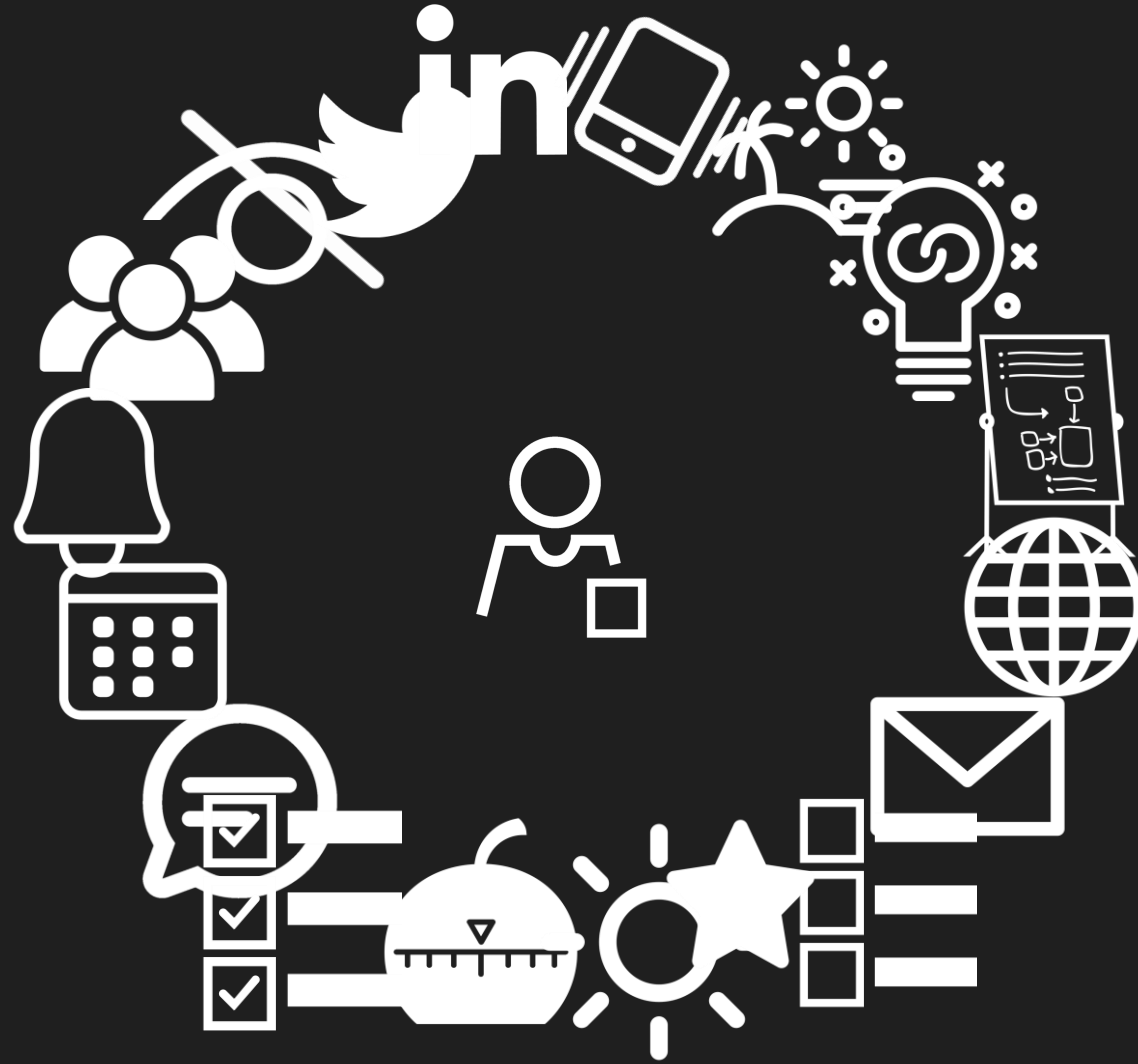


VIVA EXPLORERS



# Digital Wellbeing

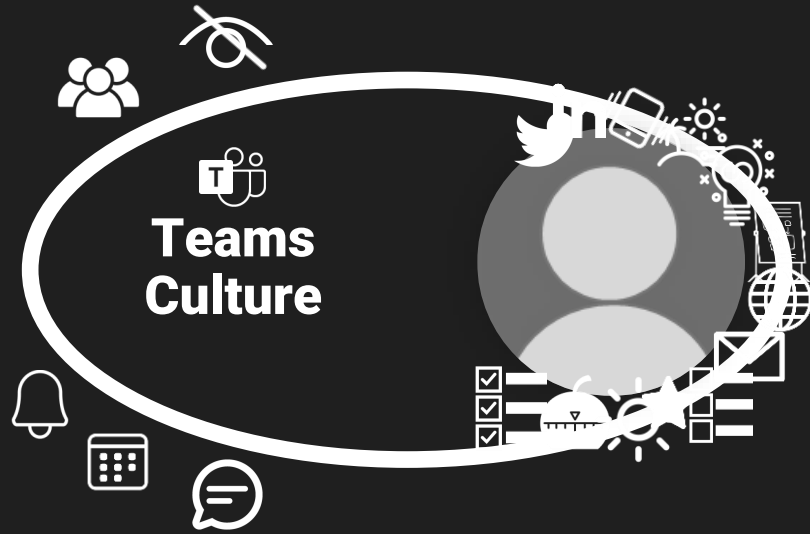


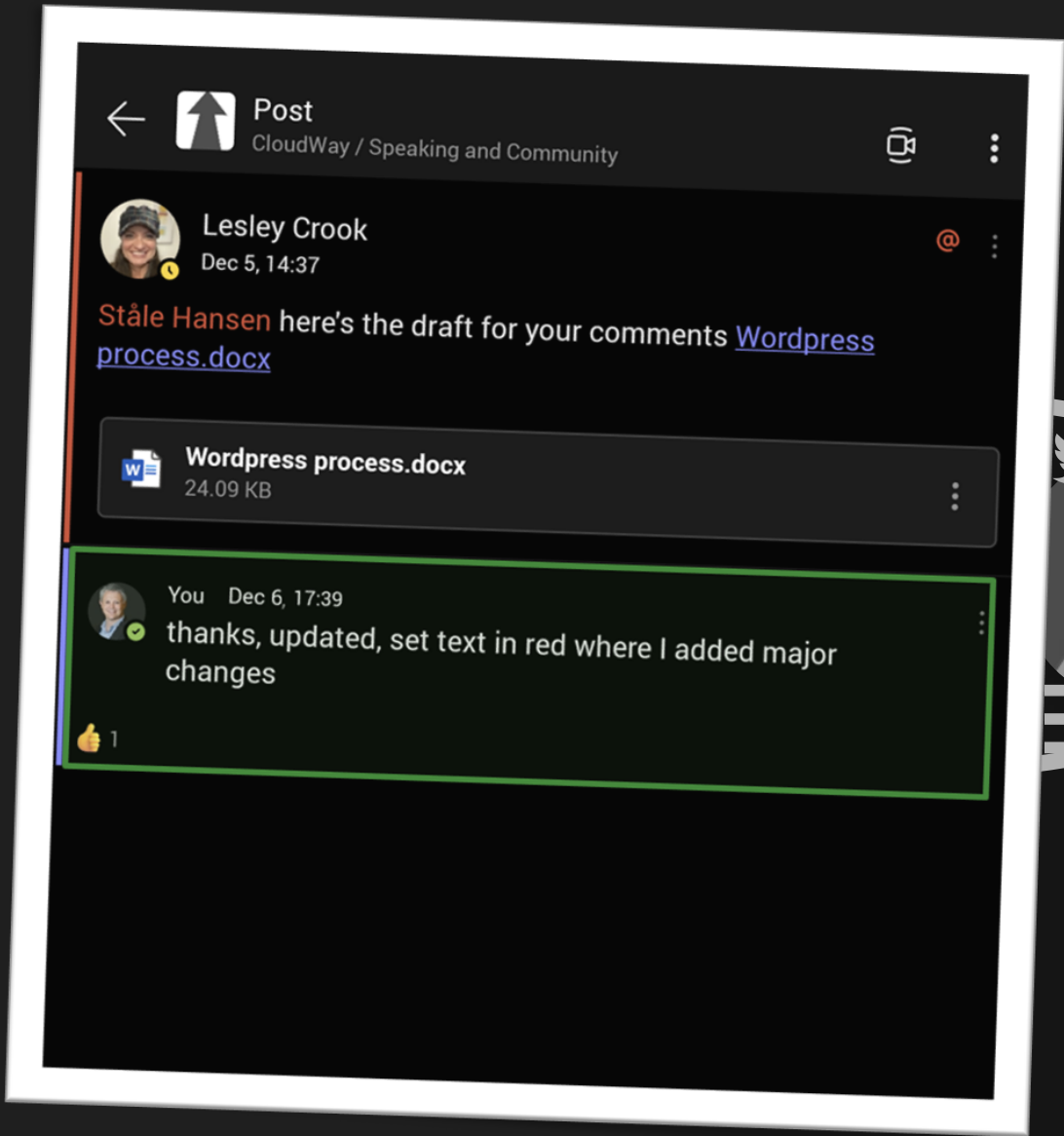






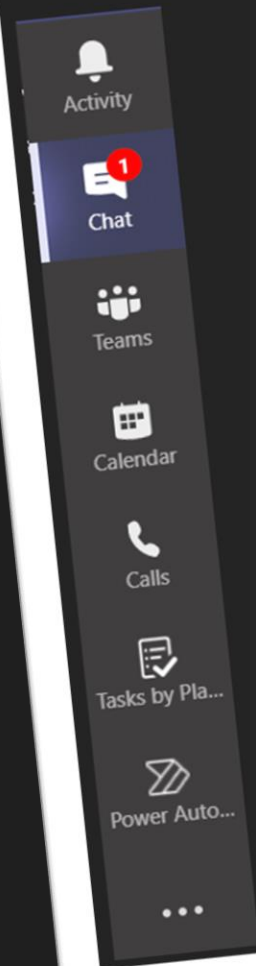








Teams Culture



**RUN PROJECTS IN  
GROUP CHAT**





# Teams Culture



Project X

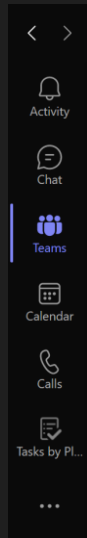
General

- 0 - Announcements
- 1 - Business Case**
- 2 - Deployment
- 3 - Adoption
- 4 - Operations
- 5 - Change Management

- < >
- Activity
- Chat
- Teams**
- Calendar
- Calls
- Tasks by Pl...
- ...



# Teams Culture



- Project X
- General
- 0 - Announcements
- 1 - Business Case**
- 2 - Deployment
- 3 - Adoption
- 4 - Operations
- 5 - Change Management

**Channel notifications** >

- Pin
- Hide
- Manage channel
- Get email address
- Get link to channel
- Edit this channel
- Connectors
- Delete this channel

All activity  
Posts, replies, mentions

Off ✓  
Except direct replies, personal mentions

Custom

Tasks by Planner and To Do

Task created

Send Teams messages to ToDo and Planner

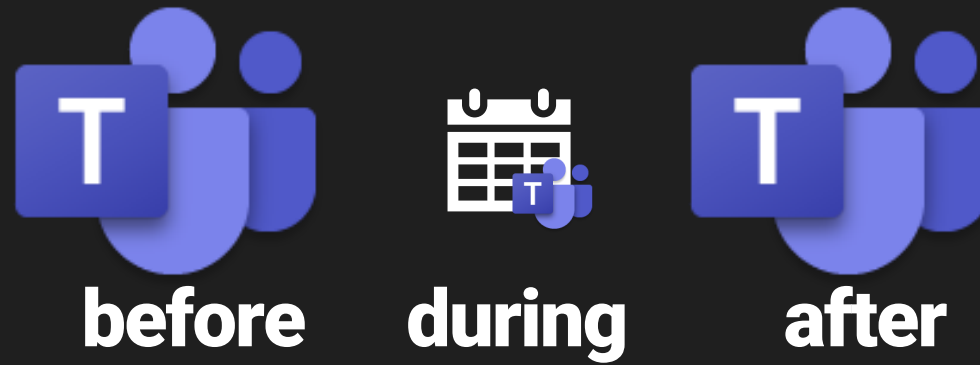
Ståle Hansen in Project X/1 - Business Case a  
pm: Send Teams messages to ToDo and Plan



# Teams Culture



The screenshot displays the Microsoft Teams interface. On the left is a vertical navigation pane with icons for Activity, Chat, Teams, Calendar, Calls, and Tasks by Planner. The main area shows a channel named 'Project X' with a sub-menu containing 'General', '0 - Announcements', '1 - Business Case', '2 - Deployment', '3 - Adoption', '4 - Operations', and '5 - Change Management'. The '1 - Business Case' channel is selected, and its context menu is open, listing options: 'Channel notifications', 'Pin', 'Hide', 'Manage channel', 'Get email address', 'Get link to channel', 'Edit this channel', 'Connectors', and 'Delete this channel'. The 'Channel notifications' sub-menu is also open, showing notification settings: 'All activity' (Posts, replies, mentions), 'Off' (Except direct replies, personal mentions), and 'Custom' (Tasks by Planner and To Do). Below the settings, a task creation notification is visible: 'Task created: Send Teams messages to ToDo and Planner' by Ståle Hansen.



**#HybridMeetings**



**before**



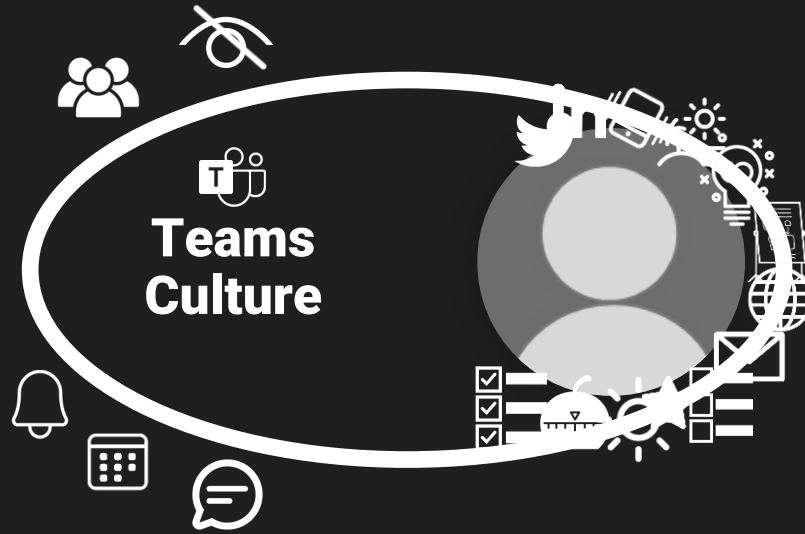
**during**

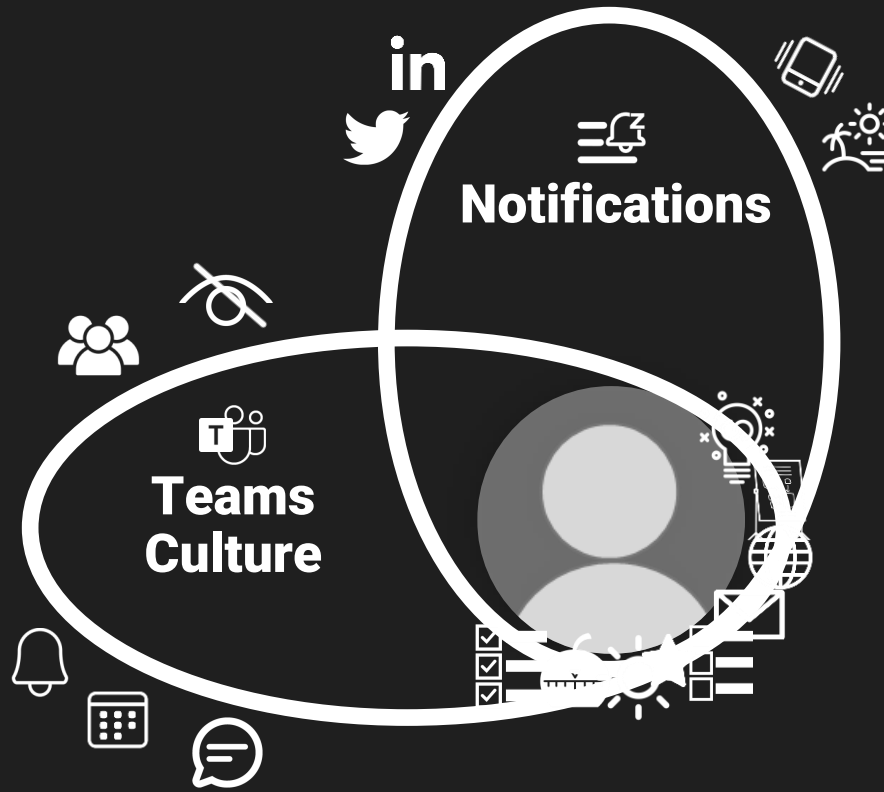


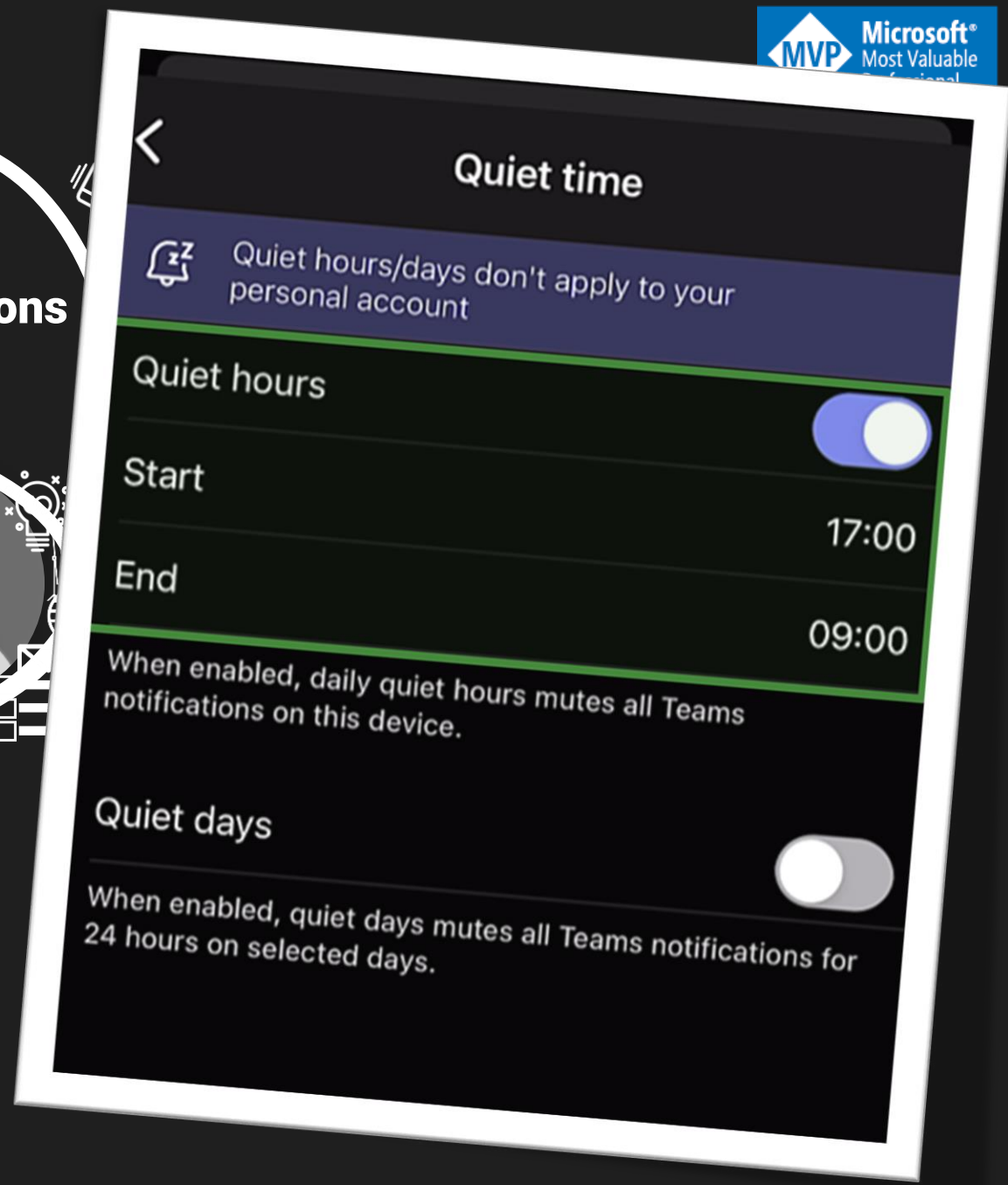
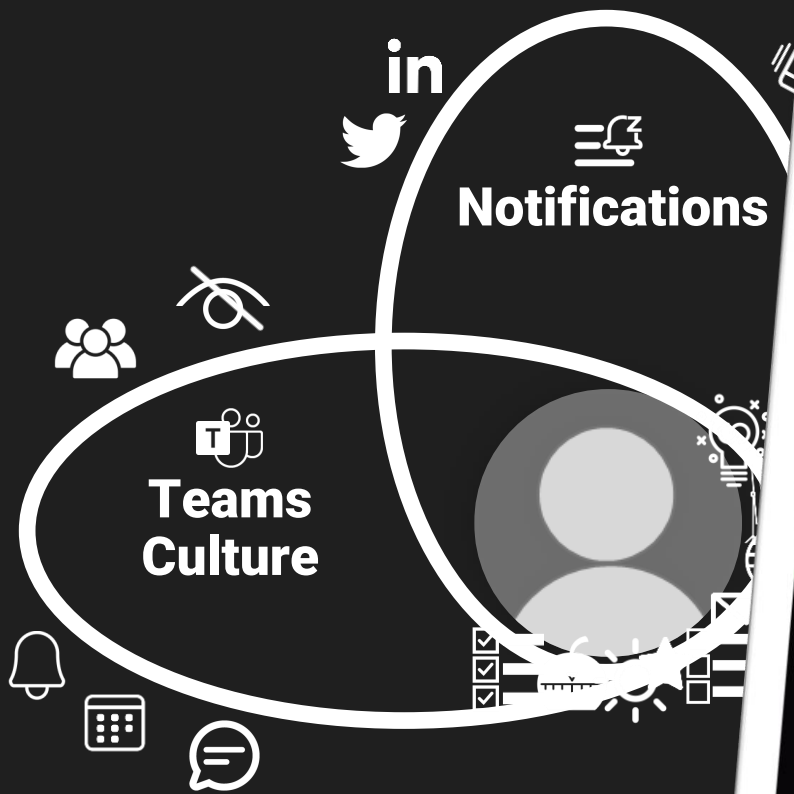
**after**

**#HybridMeetings**













# Challenge





# Challenge

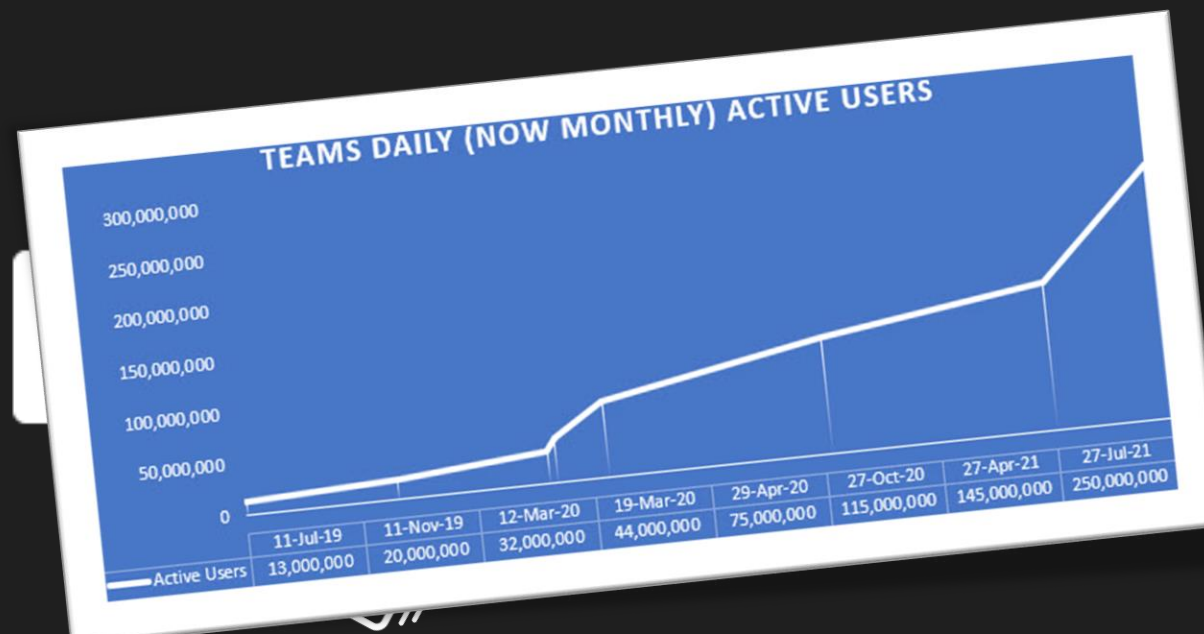
f t in i





**“If you're not paying for the product, then you are the product” -The Social Dilemma**





in

Twitter icon

Notifications icon

Notifications

Lightbulb icon

Source: <https://office365foritpros.com>





# #1 SKILL

in 2020s





**Why** did I get it?


**Was** it useful?

**How** can I get it at the right time?



# Notifications is the #1 skill everyone needs to master in the next decade

Subscribe

By  Ståle Hansen  
Published May 04 2022 01:52 PM 1,765 Views

Why? Work is not a place – it is a mindset. The moment you see a notification about work, you instantly get pulled in to work mode. What more is that a timer seems to go off in your head and you feel you need to respond within 30 minutes. This is the challenge we are living in today, that you get notifications about not important information at the wrong time. There are three questions you need to ask yourself when you get a notification on your computer or mobile:

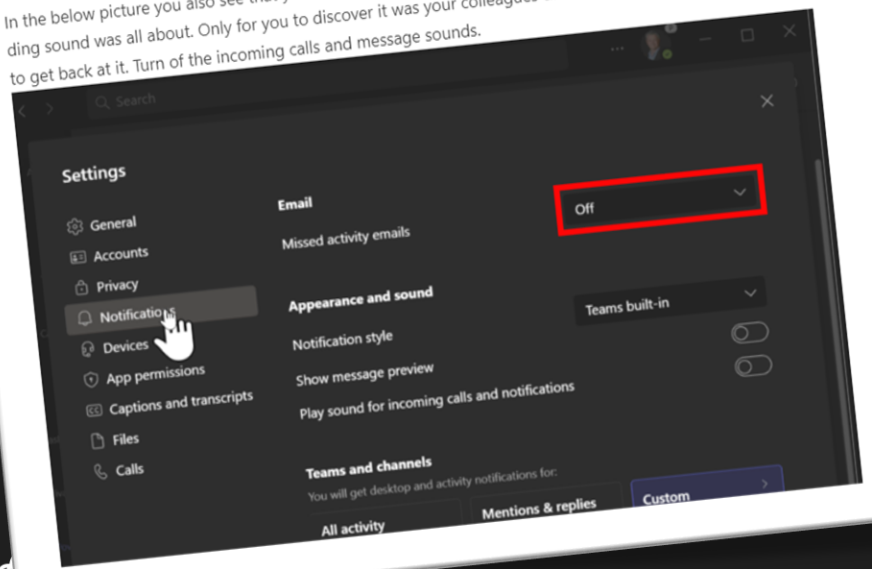
1. Why did you get the notification?
2. Was it useful?
3. How can you tune it, so you get it not at all or at the correct time?

If you find that you are being overwhelmed by notifications in Teams, you should apply the above questions and tune notifications in four areas. This will get you started down the path of Digital Wellbeing.

## Turn off email and incoming message and calling sounds

By going to settings in the Teams PC client and navigating to notifications, you see some general settings you can tune. In the picture below you see you can turn off email. You should do this because you probably spend more time in Teams now than in Outlook, which means it makes no sense to get an email summary of the same notifications you already have seen.

In the below picture you also see that you can turn of the incoming calls and messages. This one is important, because this is how we are being conditioned into dropping everything we are doing and see what the ding sound was all about. Only for you to discover it was your colleagues discussing cats and dogs, nothing worthy of breaking your concentration. If you were in flow and deep work, then it may take up to 21 minute to get back at it. Turn of the incoming calls and message sounds.





Settings

- General
- Accounts
- Privacy
- Notifications**
- Devices
- App permissions
- Captions and transcripts
- Files
- Calls

**Email**

Missed activity emails: **Off**

**Appearance and sound**

Notification style: Teams built-in

Show message preview:

Play sound for incoming calls and notifications:

**Teams and channels**

You will get desktop and activity notifications for:

- All activity: New messages, reactions, and all mentions
- Mentions & replies: Personal mentions and replies to your messages
- Custom**: Your custom settings are active.

**Chat**: Messages, mentions and reactions. [Edit](#)

**Meetings and Calls**: Control notifications and reminders during your meetings and calls. [Edit](#)

**People**: Keep track of someone's status and get notified when they appear available or offline. [Edit](#)

**Viva Insights**

- Activity
- Chat
- Teams
- Calendar
- Calls
- Tasks by PL...





Dear people who send you Teams messages at 3:00am:  
What the [redacted] is wrong with you?

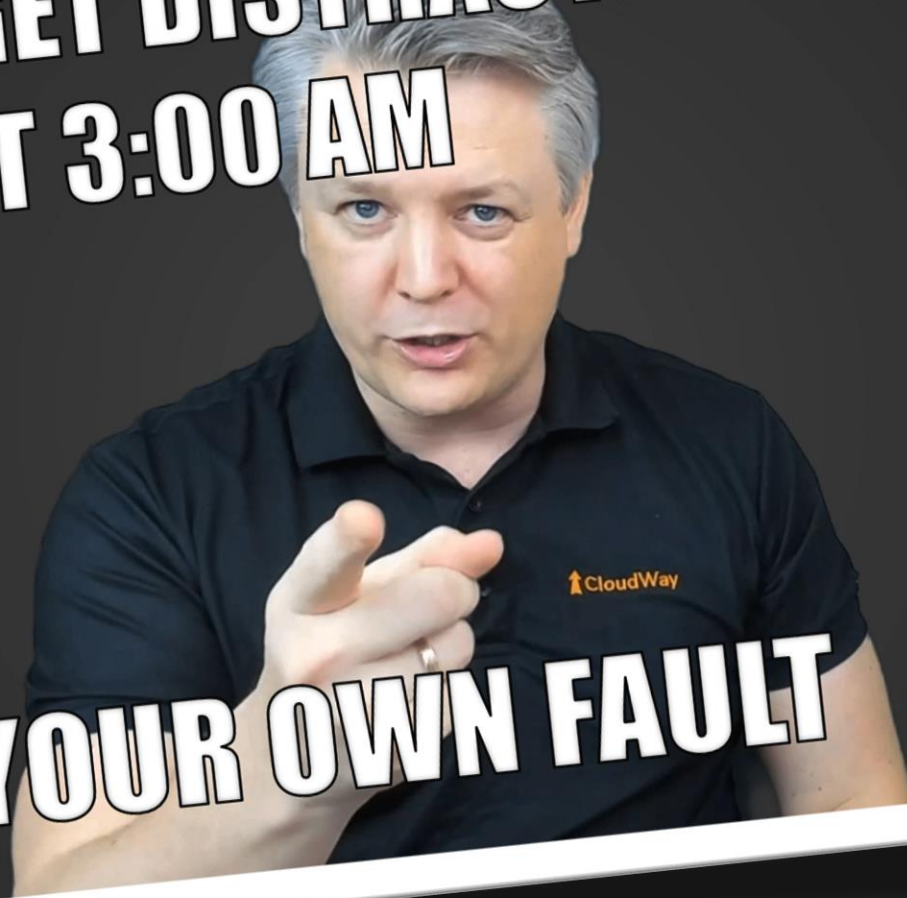
5:06 PM · Oct 8, 2019 · [Twitter for Android](#)

17 Retweets 242 Likes





**IF YOU GET DISTRACTED  
AT 3:00 AM**



**IT IS YOUR OWN FAULT**

in



Notifications

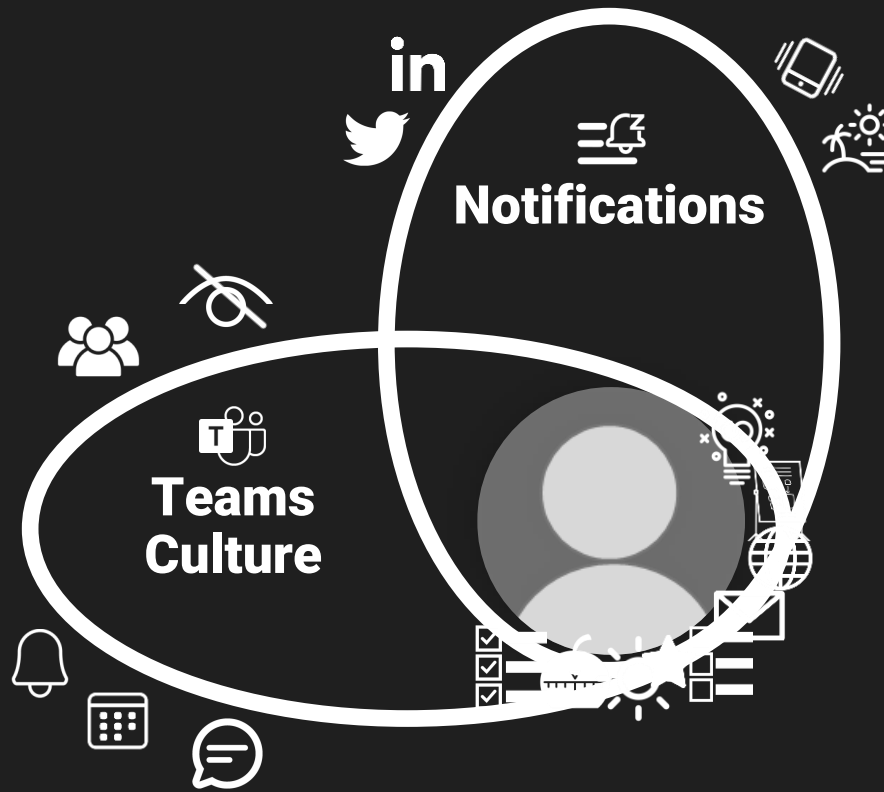




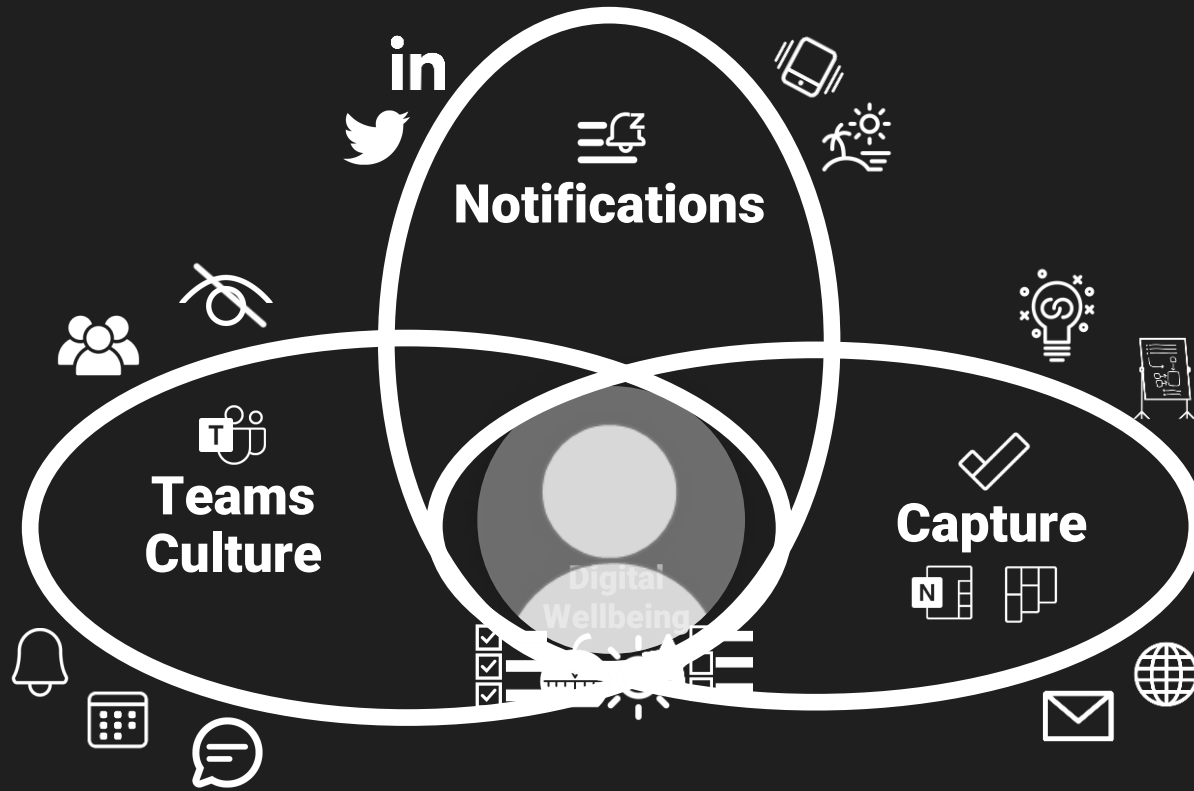
The screenshot shows the 'Settings' page for 'Protect time' in Viva Insights. The page title is 'Viva Insights' with a settings icon. Below the title is a 'Settings' link. The main section is 'Protect time', which includes a sub-section 'Configure your quiet time' with an information icon. A descriptive text states: 'Mobile notifications for Outlook email and Teams are muted during quiet time.' Below this is the 'Mute mobile notifications for certain hours' section, also with an information icon. It features two dropdown menus for 'Start time' (set to 17:00) and 'End time' (set to 06:00). Underneath are checkboxes for days of the week: Mon, Tue, Wed, Thu, Fri, Sat, and Sun. The 'Mute mobile notifications all day' section follows, with an information icon and a toggle switch set to 'On'. Below this are checkboxes for all days of the week: Mon, Tue, Wed, Thu, Fri, Sat, and Sun.

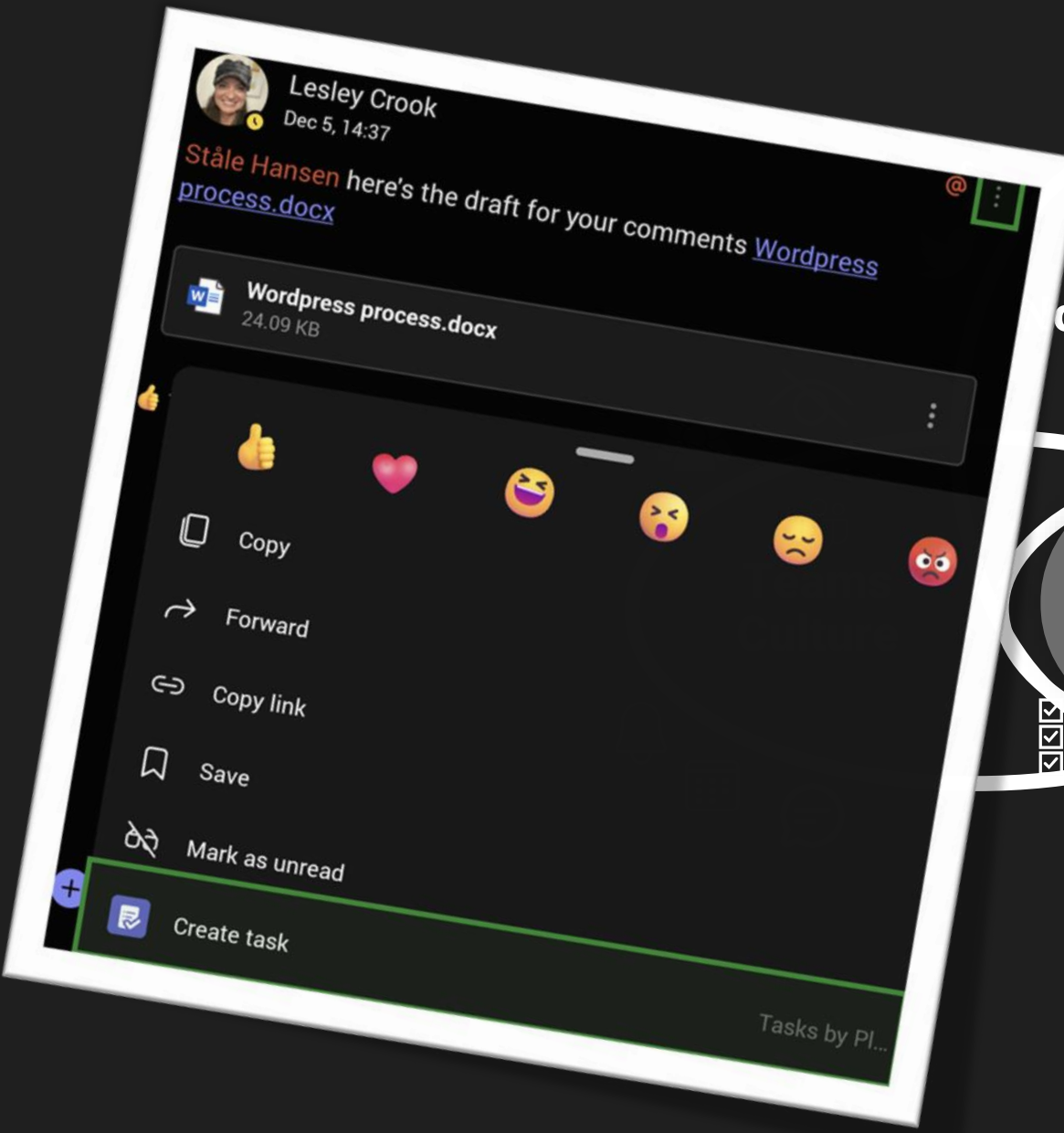
- How it works
- Privacy
- Terms of service
- Refresh
- Settings
- Give feedback
- Get support









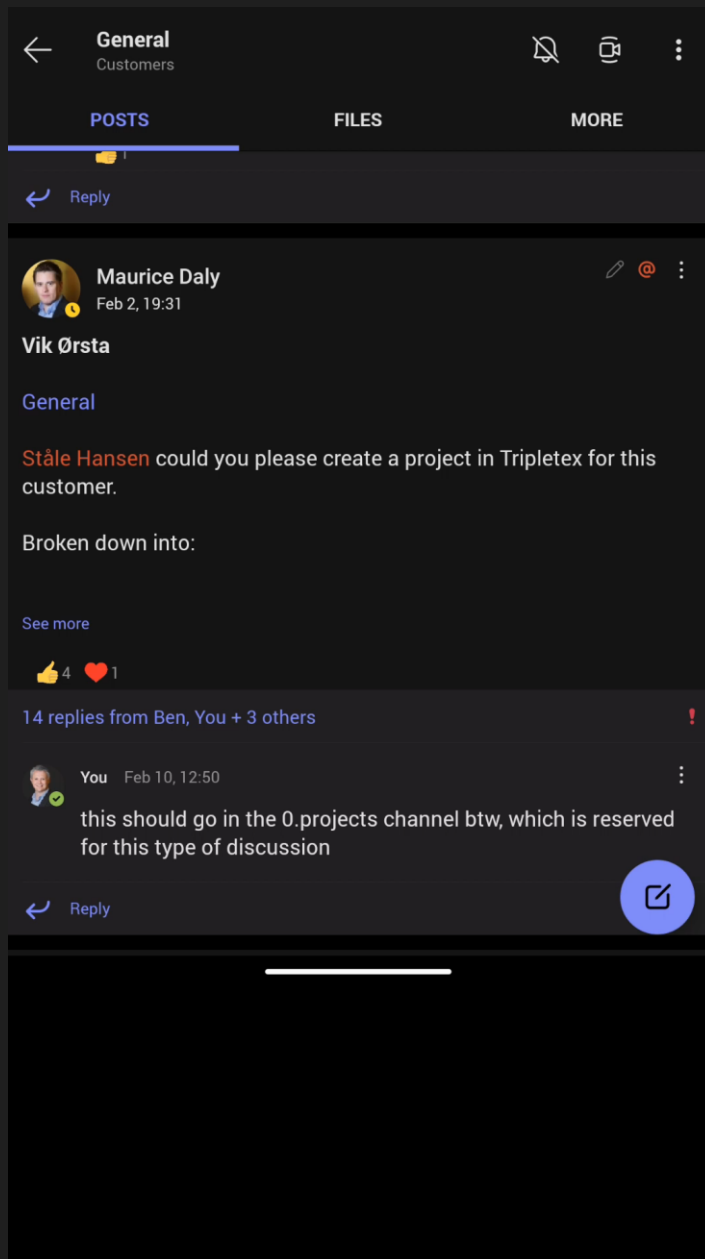




Capture



VIVA EXPLORERS





Reply

Ben Whitmore 16-Feb 13:06

**Modern Endpoint Management Summit 2022**  
Speaking and Community  
I will be hosting 2 sessions. We already have 1,700 signed up for the event.

**MODERN ENDPOINT MANAGEMENT SUMMIT 2022**  
I'll be speaking at:

See more

2 replies from you and Lesley

Ståle Hansen Yesterday 23:46  
published the event on cloudway website 🙌  
Modern Management Summit 2022 | CloudWay

Modern Man  
Join our MVP, B  
in preparation f

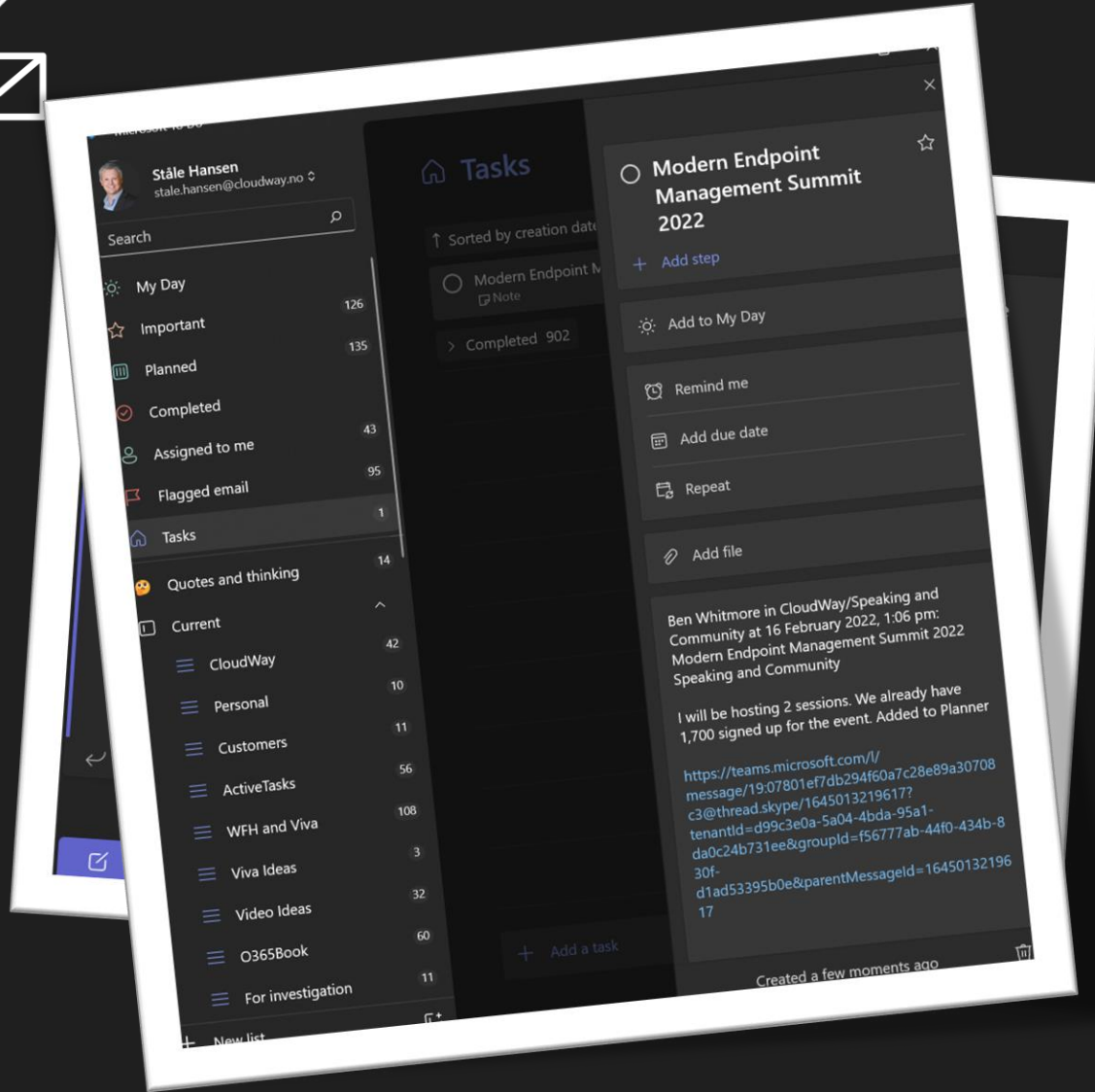
cloudway.con

← Reply

New conversation

- Save this message
- Mark as unread
- Copy link
- Share to Outlook
- Translate
- Immersive Reader
- Pin
- Turn off notifications
- More actions

- Create a new poll
- Create task
- Create a task
- Create issue
- See more
- Create new action



Capture





12:36 Sun 26 May

# Inbox

Focused Other Filter

**Ståle Hansen** 12:28  
Workshop Microsoft 365  
No Conflict  
Tomorrow, 09:30 (1h) **RSVP**

**Ståle Hansen** 12:25  
Microsoft 365 project  
The project is a GO, can you create the high level design for the migration and...

← **Ståle Hansen** 12:24  
That site you talked about in the meeti...  
STALE@MSUNIFIED.NET appears similar to someone who previously... 2

**Re: That site you talked about in the meeting**

**Ståle Hansen** 12:24  
To You  
STALE@MSUNIFIED.NET appears similar to someone who previously sent you email, but may not be that person. [Learn why this could be a risk](#) [Feedback](#)

Thanks for a good and insightful meeting. Can you send me the link to the guide you talked about? Thanks

/from a customer

...

**You** 12:36  
To Ståle Hansen  
Here it is <https://msunified.net/2019/02/12/did-you-know-that-you-can-control-notifications-from-microsoftteams-channel-mentions/>

Get [Outlook for iOS](#)

...

Reply to All

26





12:37 Sun 26 May

**Inbox**

Focused Other Filter

**Ståle Hansen** 12:25  
Microsoft 365 project  
The project is a GO, can you create the high level design for the migration and...

↳ **Ståle Hansen** 12:24  
That site you talked about in the meeti...  
STALE@MSUNIFIED.NET appears similar to someone who previously... 2

**Microsoft 365 project**

**Ståle Hansen** 12:25  
To You  
The project is a GO, can you create the high level design for the migration and process for implementing secure productivity?

**Ståle Hansen | CEO**  
Office Apps and Services MVP  
Web: <https://cloudway.no>  
Mob: [+4740453007](tel:+4740453007)

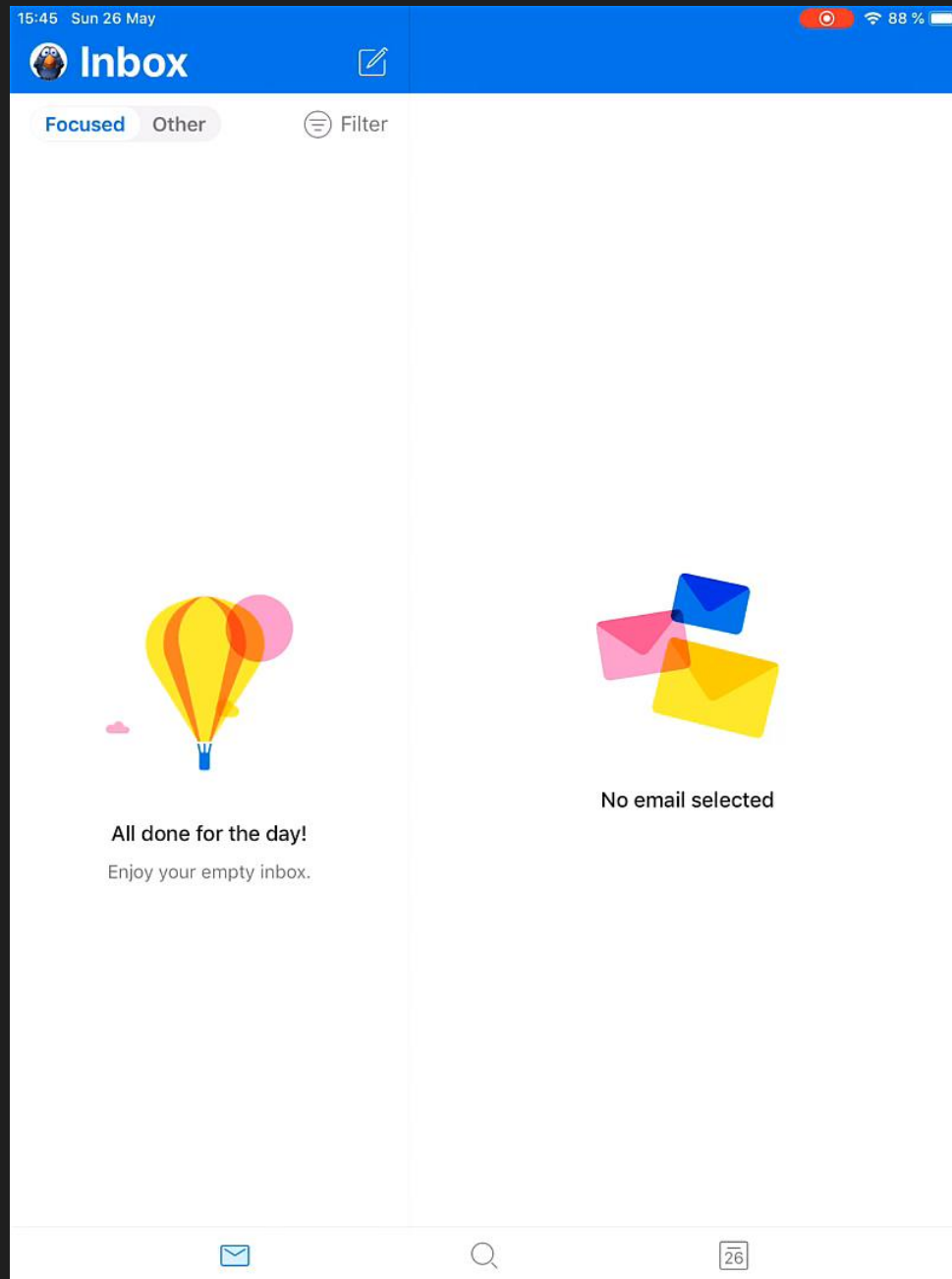
Reply

26

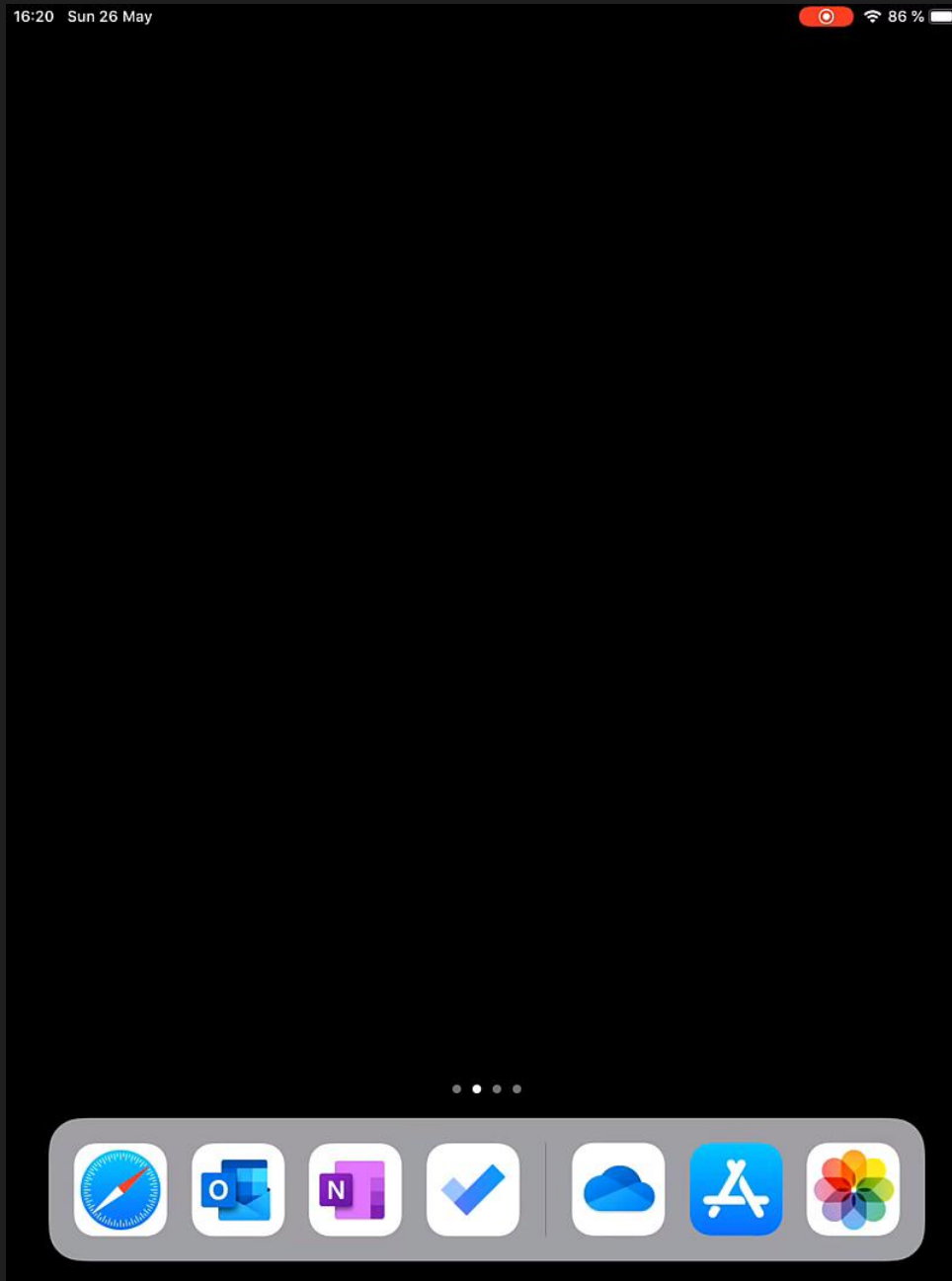


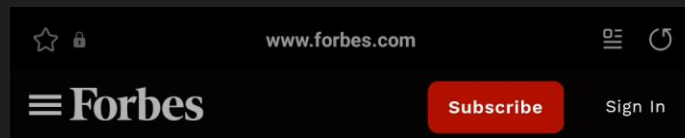


Capture









EDITORS' PICK | Sep 19, 2021, 06:00pm EDT | 1,413,133 views

## Empathy Is The Most Important Leadership Skill According To Research



**Tracy Brower** Contributor

Careers

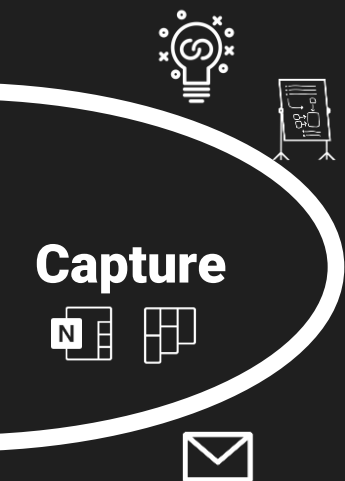
*I write about happiness, work-life fulfillment and the future of work.*

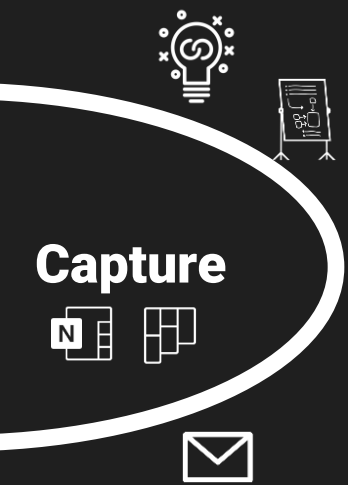


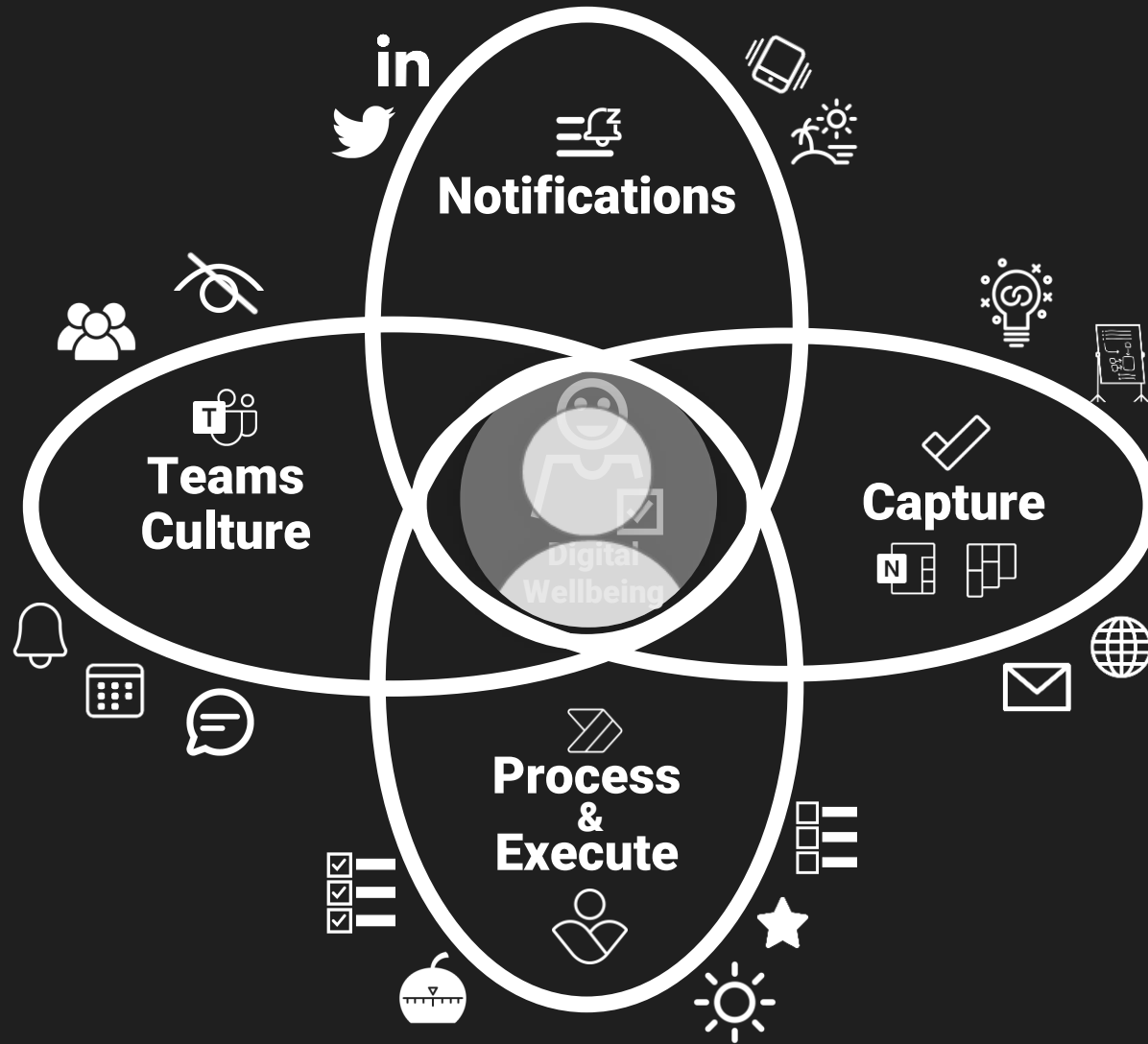
Listen to article 7 minutes

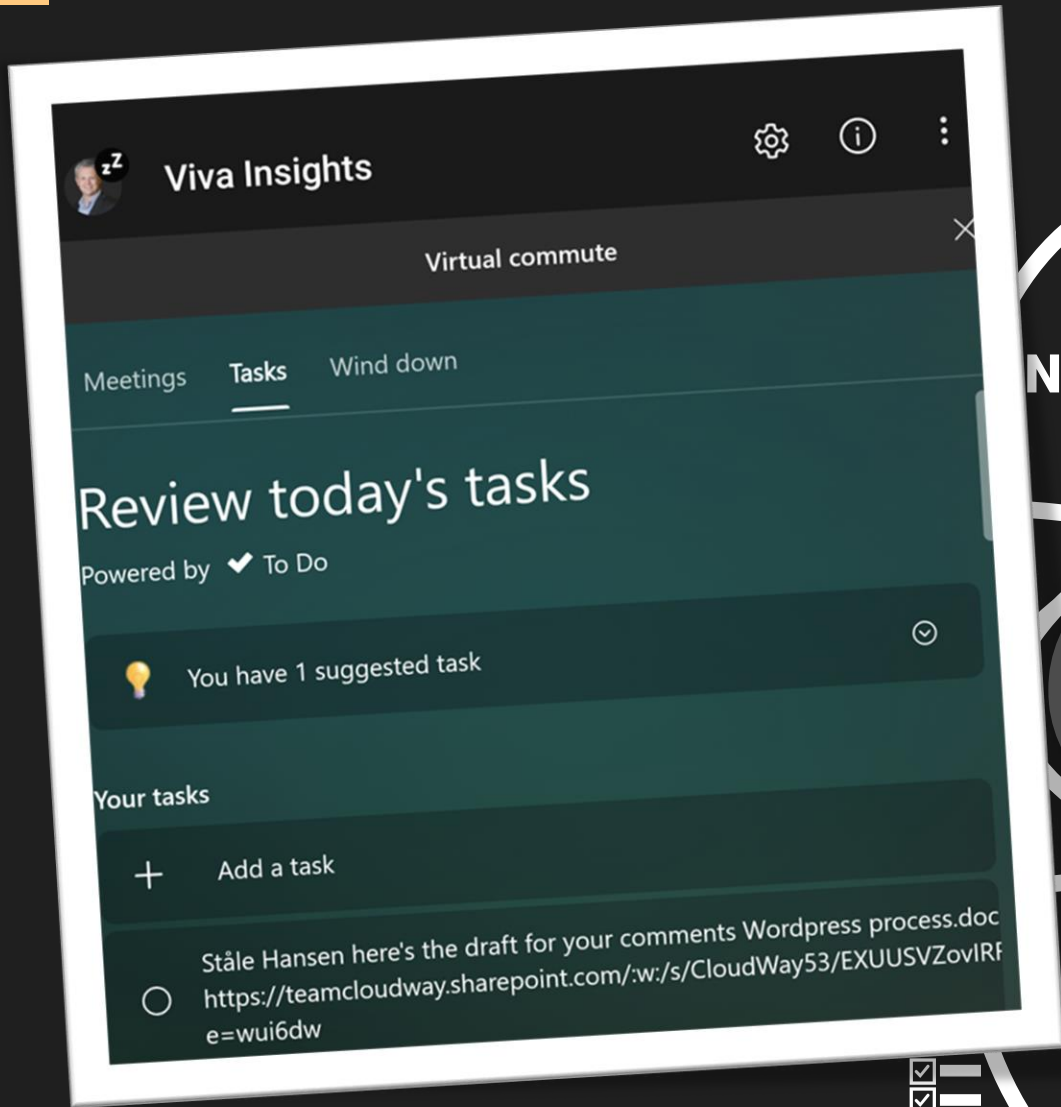


Cookies on Forbes

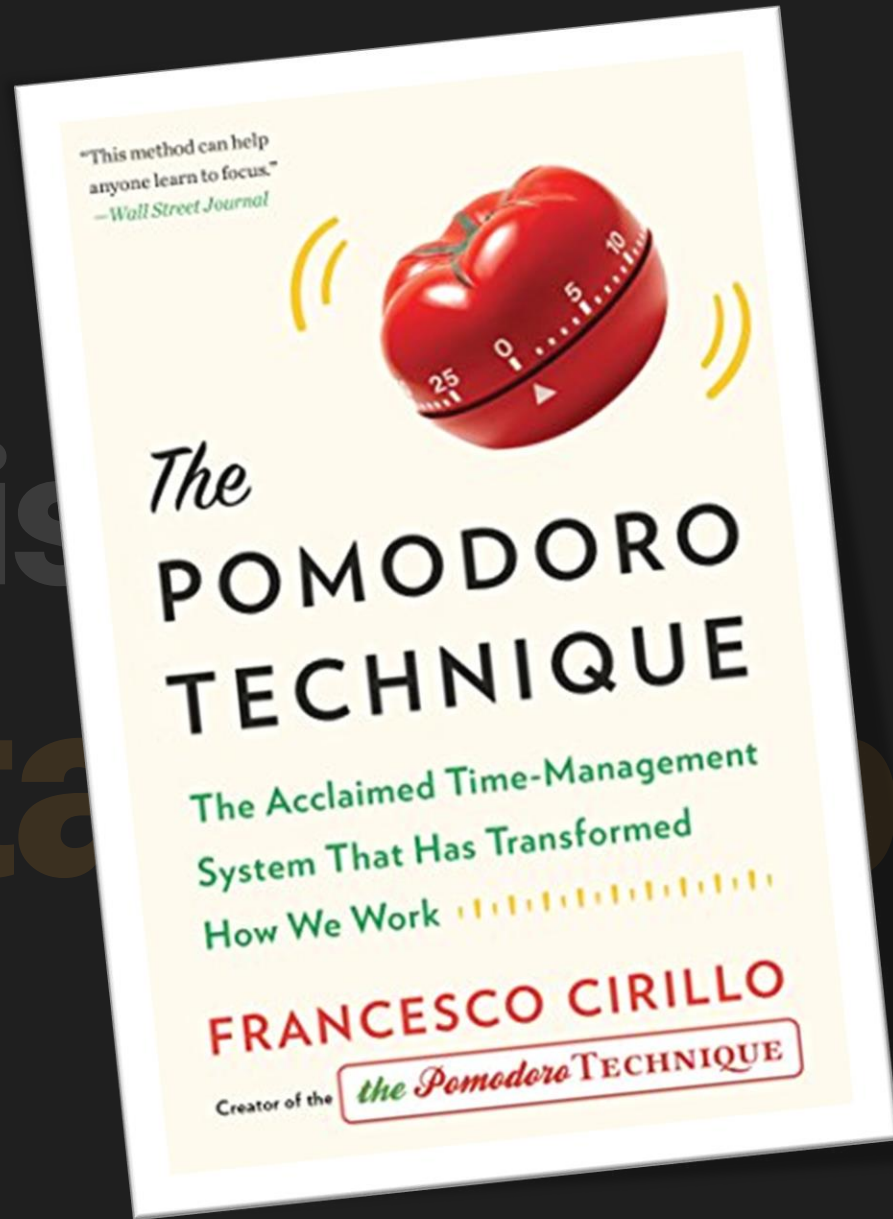








# What is Digital Wellbeing?



What is  
Digital  
Being?

# DEEP WORK

'Cal Newport is a clear voice in a sea of noise,  
bringing science and passion in equal measure'  
Seth Godin, author of *Linchpin*

'Engaging and  
substantive'  
*Wall Street  
Journal*



RULES FOR  
FOCUSED  
SUCCESS  
IN A  
DISTRACTED  
WORLD

Cal Newport  
Author of *So Good They Can't Ignore You*

What is  
Digit  
being?



# Getting Things Done the art of stress-free productivity

from the New York Times bestselling author

David Allen

An all-new  
updated  
edition ✓

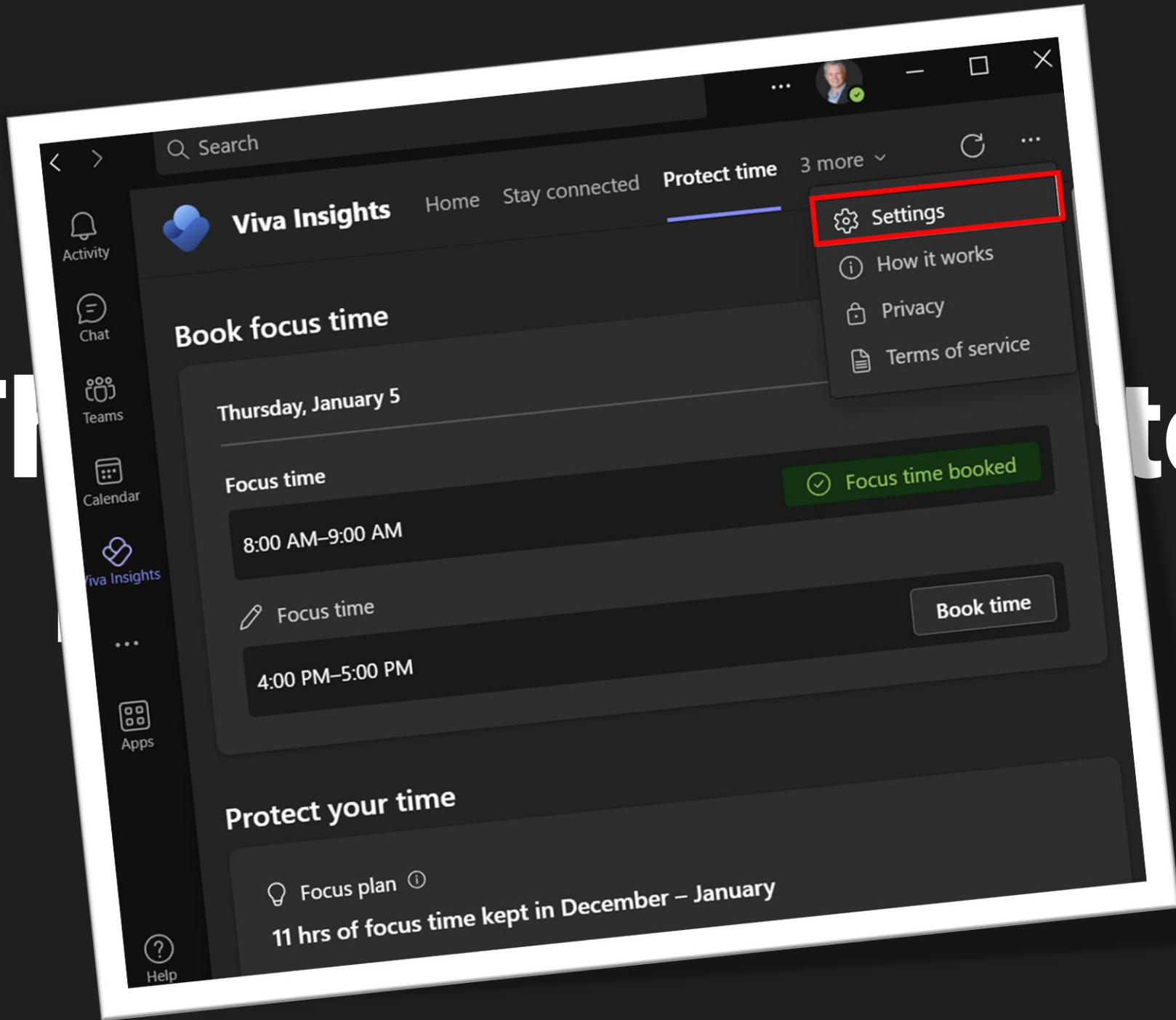


What is  
Digit  
eining?

**This is now built in to  
Microsoft 365 🍷**

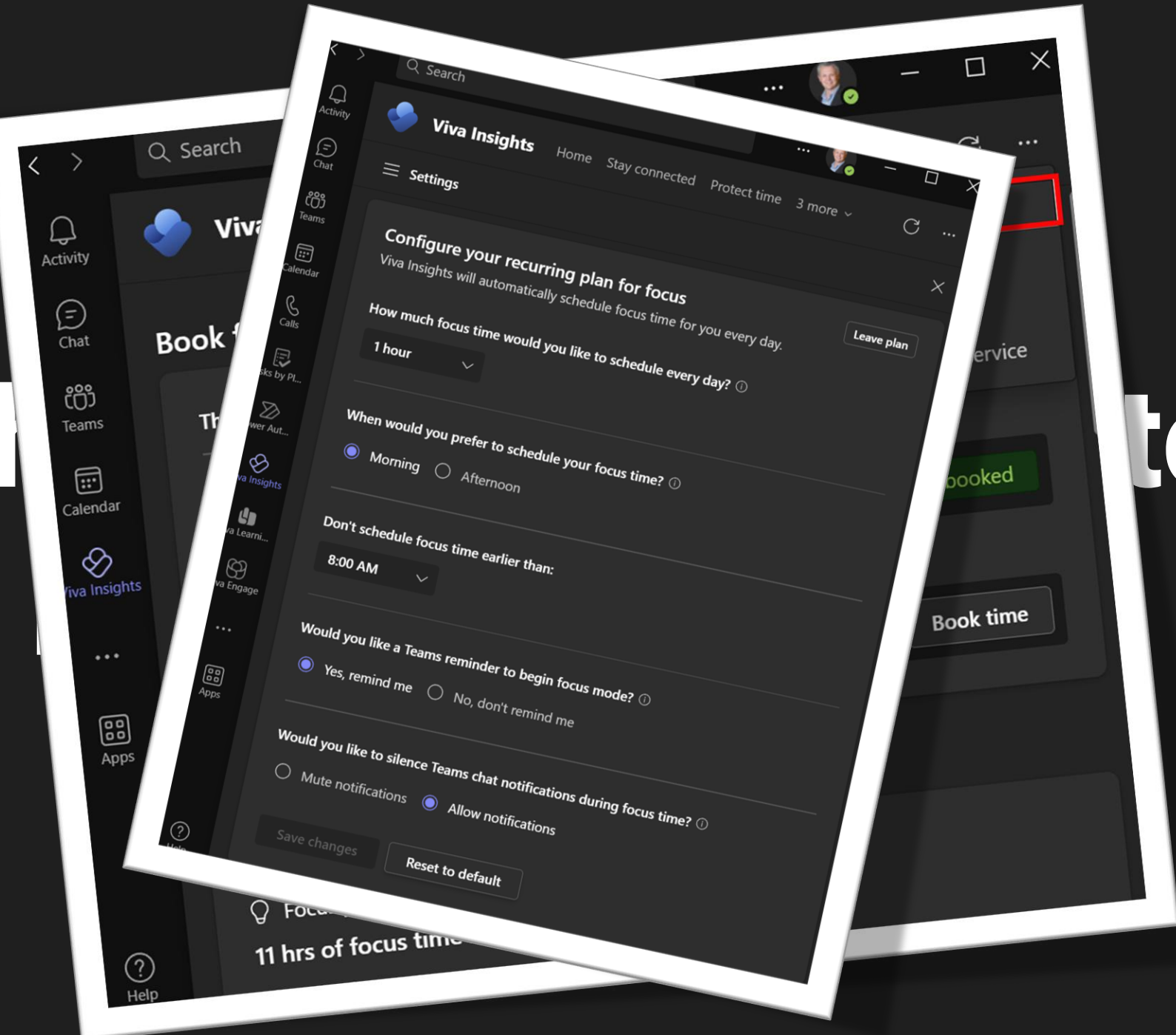
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to



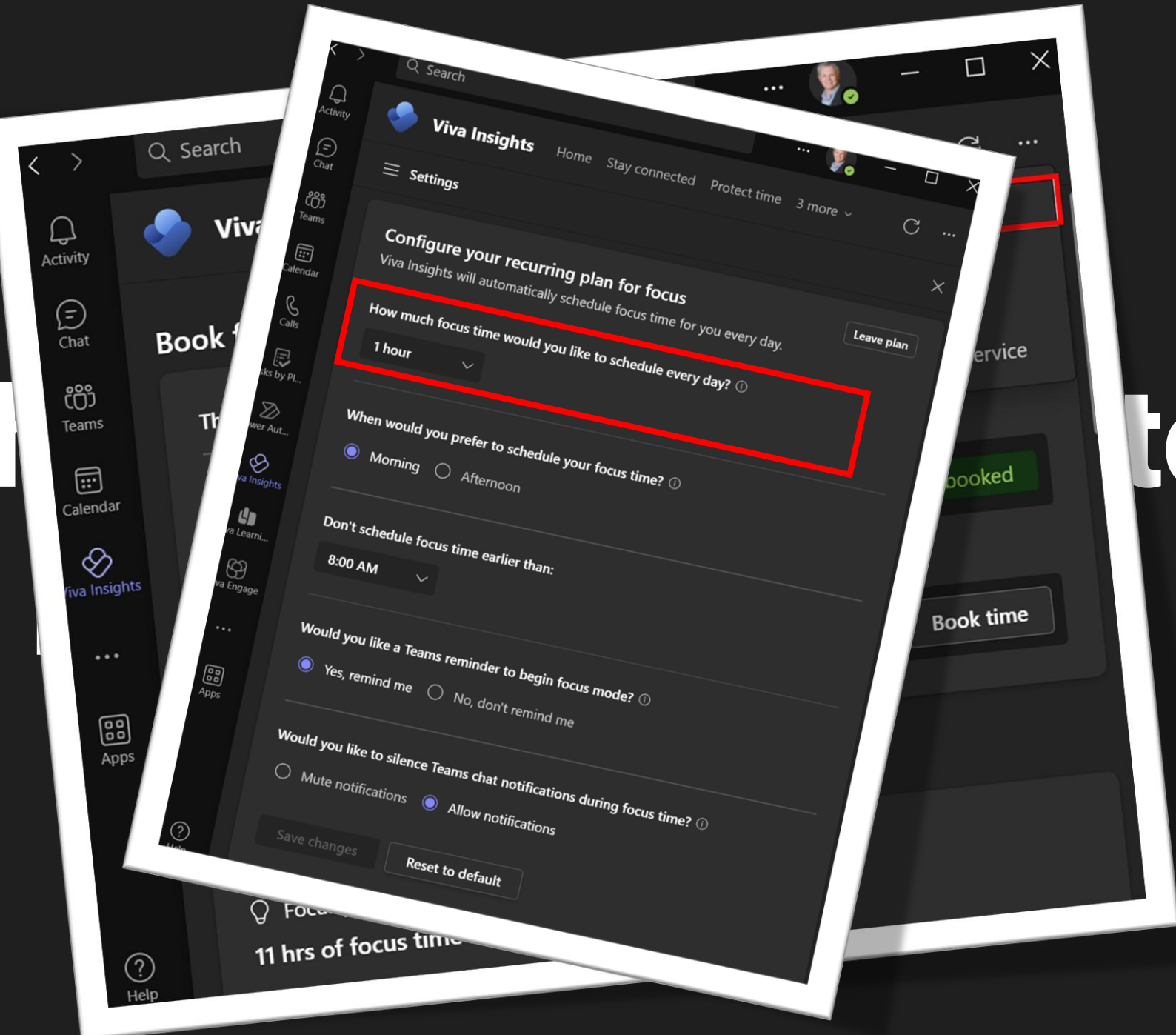
Time

to



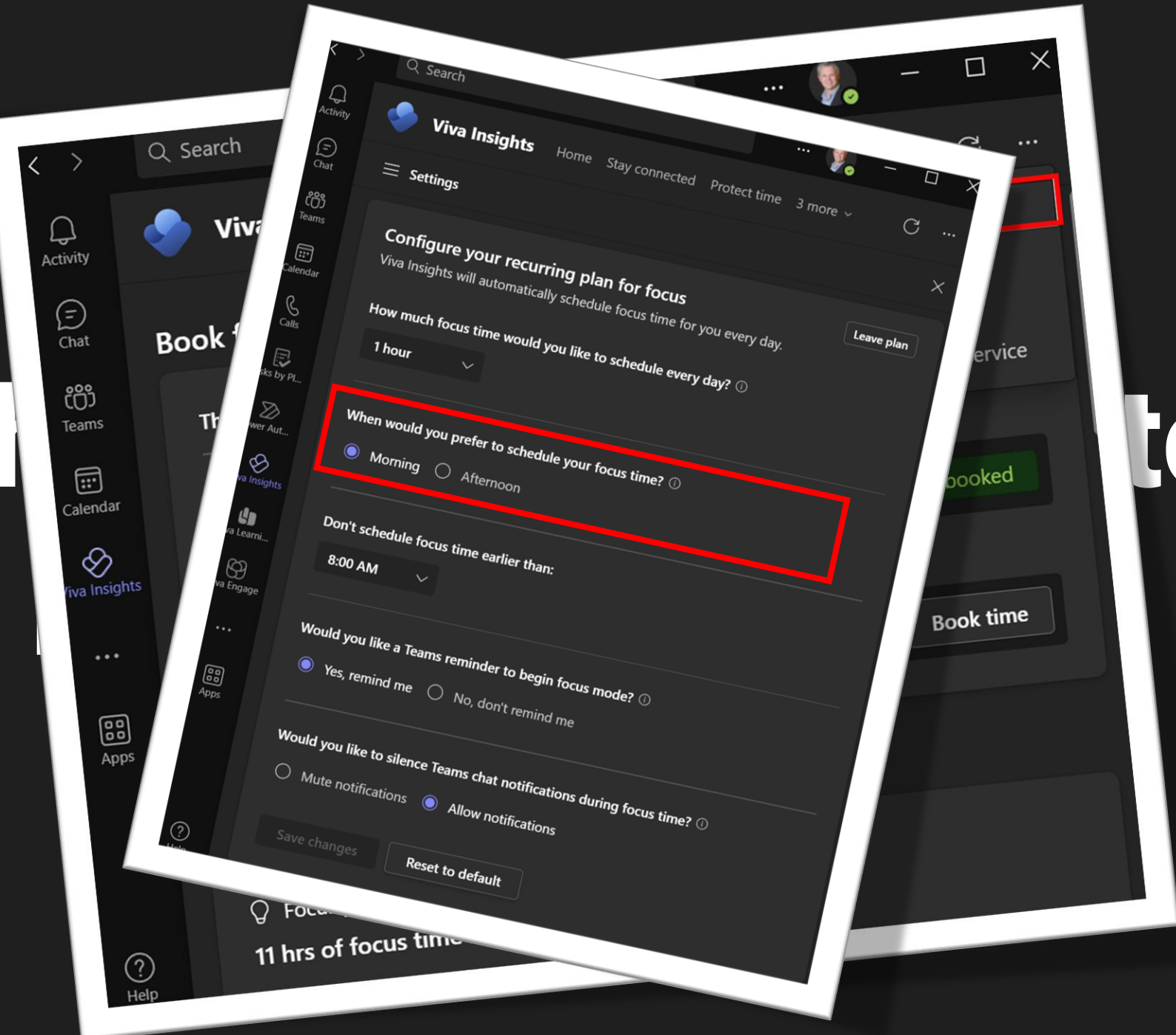
Time

to



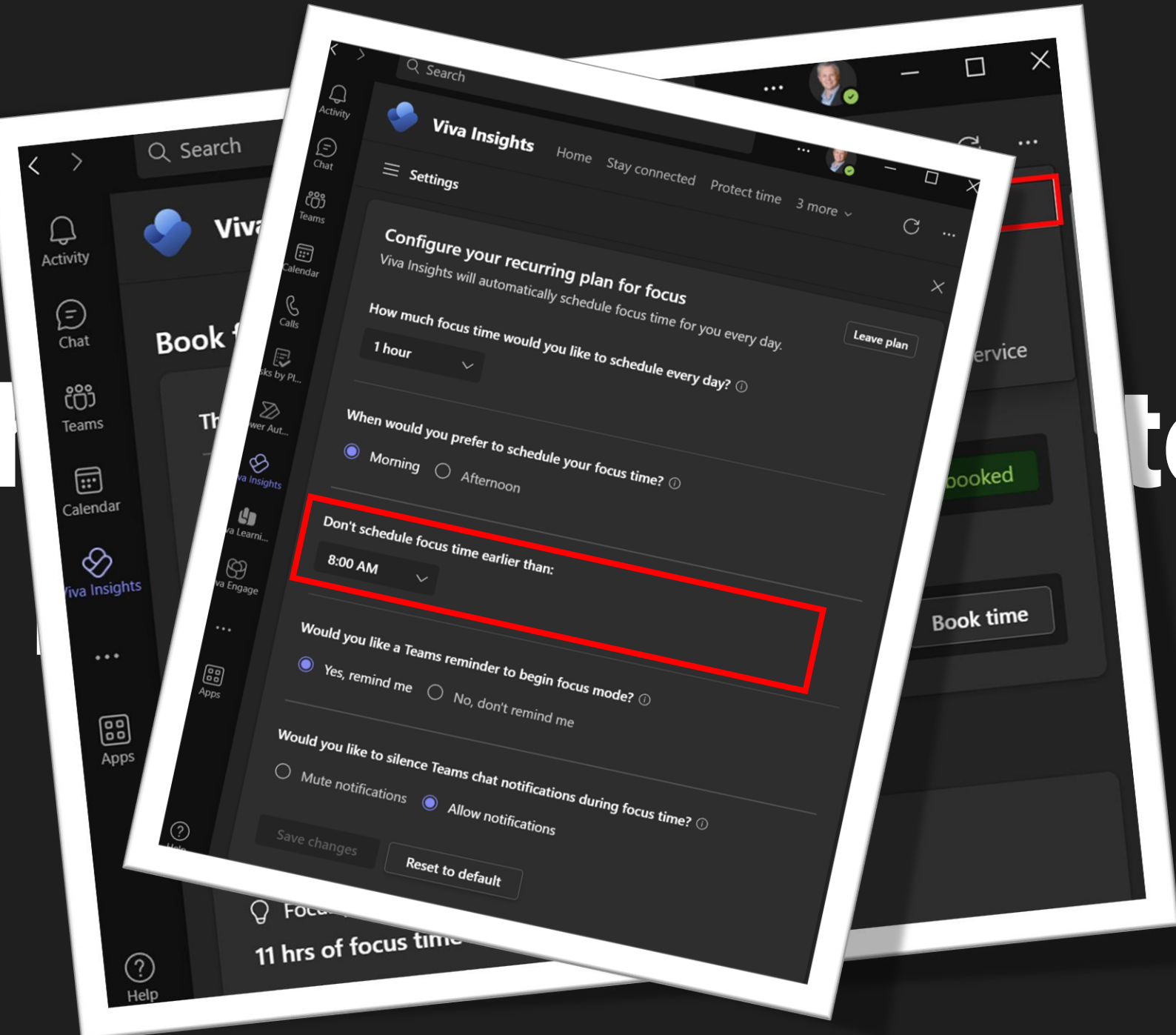
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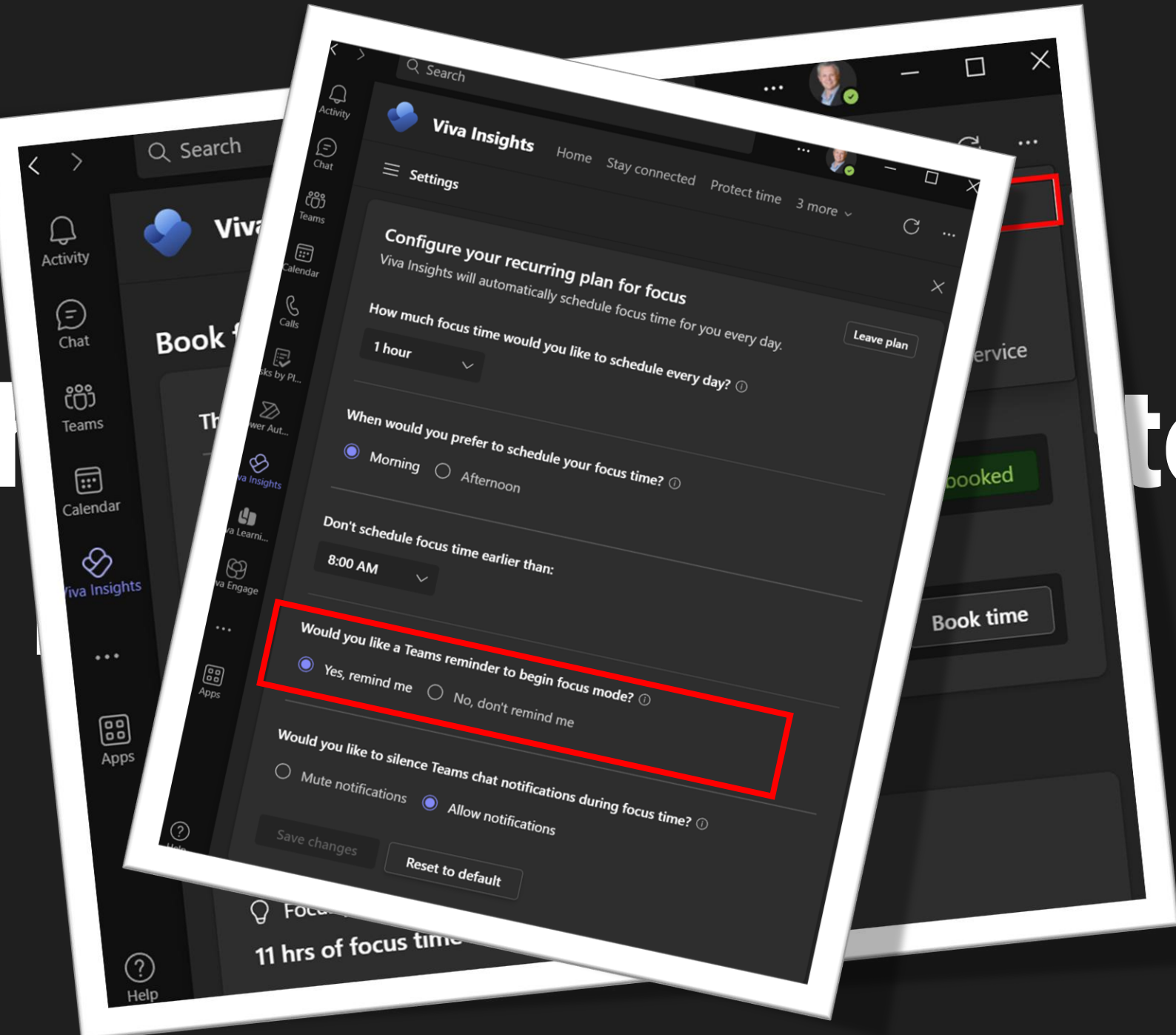
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to



Time

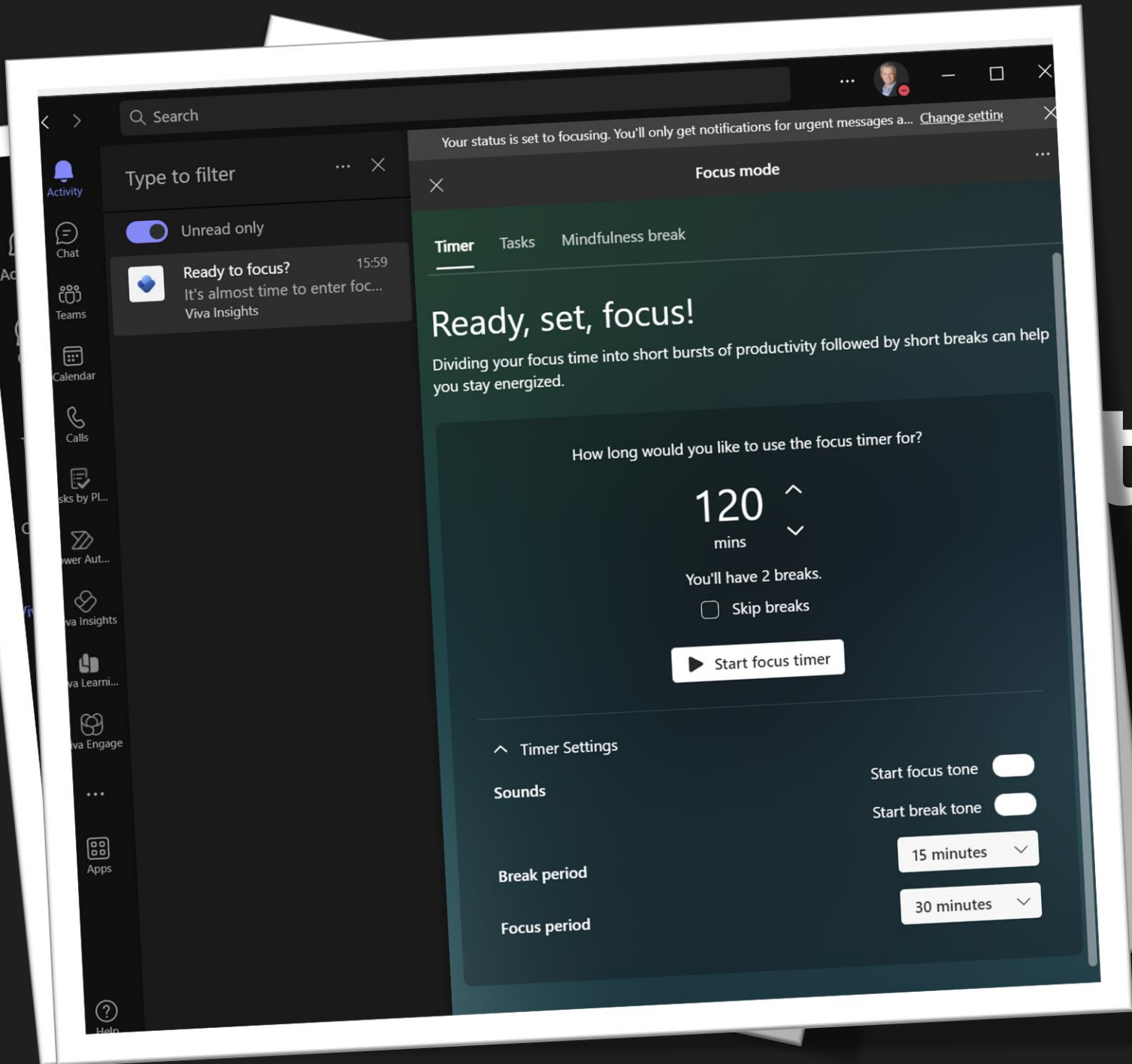
to





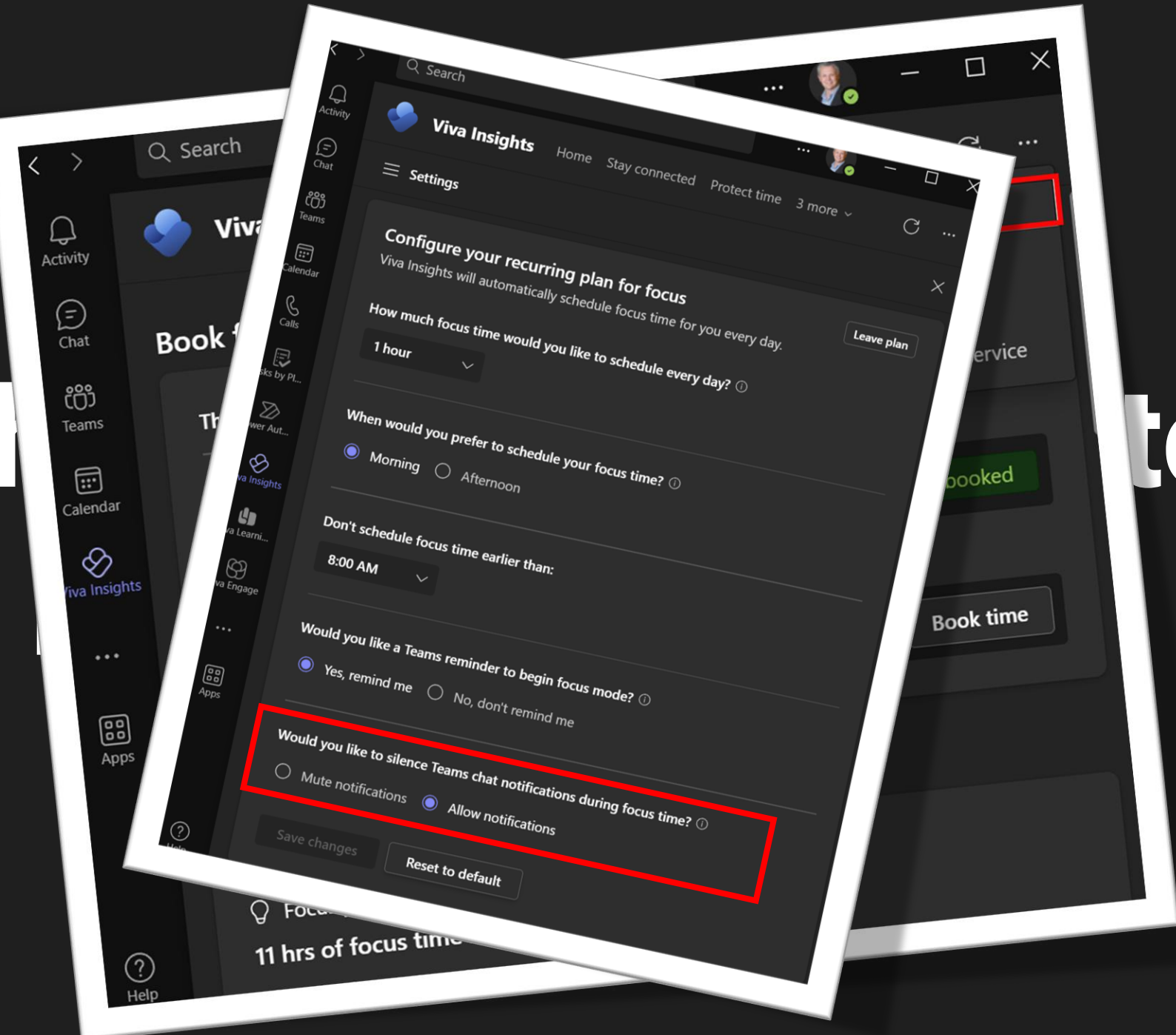
TI

to



Time

to



Your status is set to focusing. You'll only get notifications for urgent messages a... [Change settings](#)

## Focus mode

Timer

Tasks

Mindfulness break

# Ready, set, focus!

...productivity followed by short breaks ca

Your status is set to foc



Timer

Tasks

Mi



Ståle Hansen

Focusing

Set status mess...

# Ready, set, focus!

...productivity followed by short breaks ca

Dividing your focus time into short bursts of productivity  
you stay energized.

How long would you like to use the focus timer for?

120  
mins

You'll have 2 breaks.

Skip breaks

▶ Start focus timer

^ Timer Settings

Sounds

Start focus tone

Start break tone

Break period

15 minutes ▾

Focus period

30 minutes ▾

Calendar

Calls

Tasks by Pl...

Power Aut...

Viva Insights

Viva Learn...

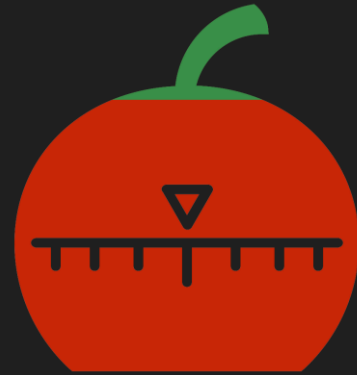
Viva Engage

...

Apps

Help

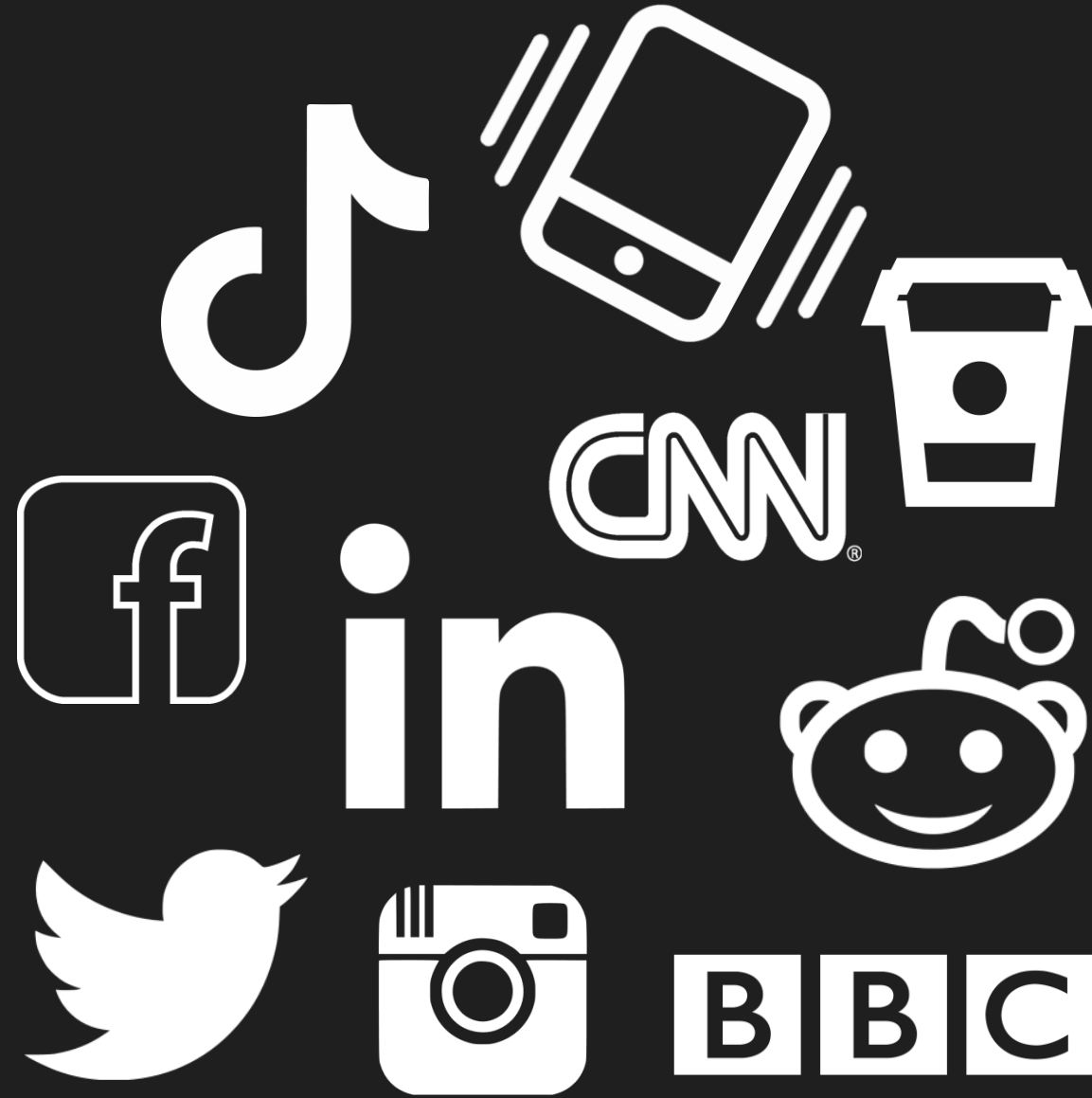
Help

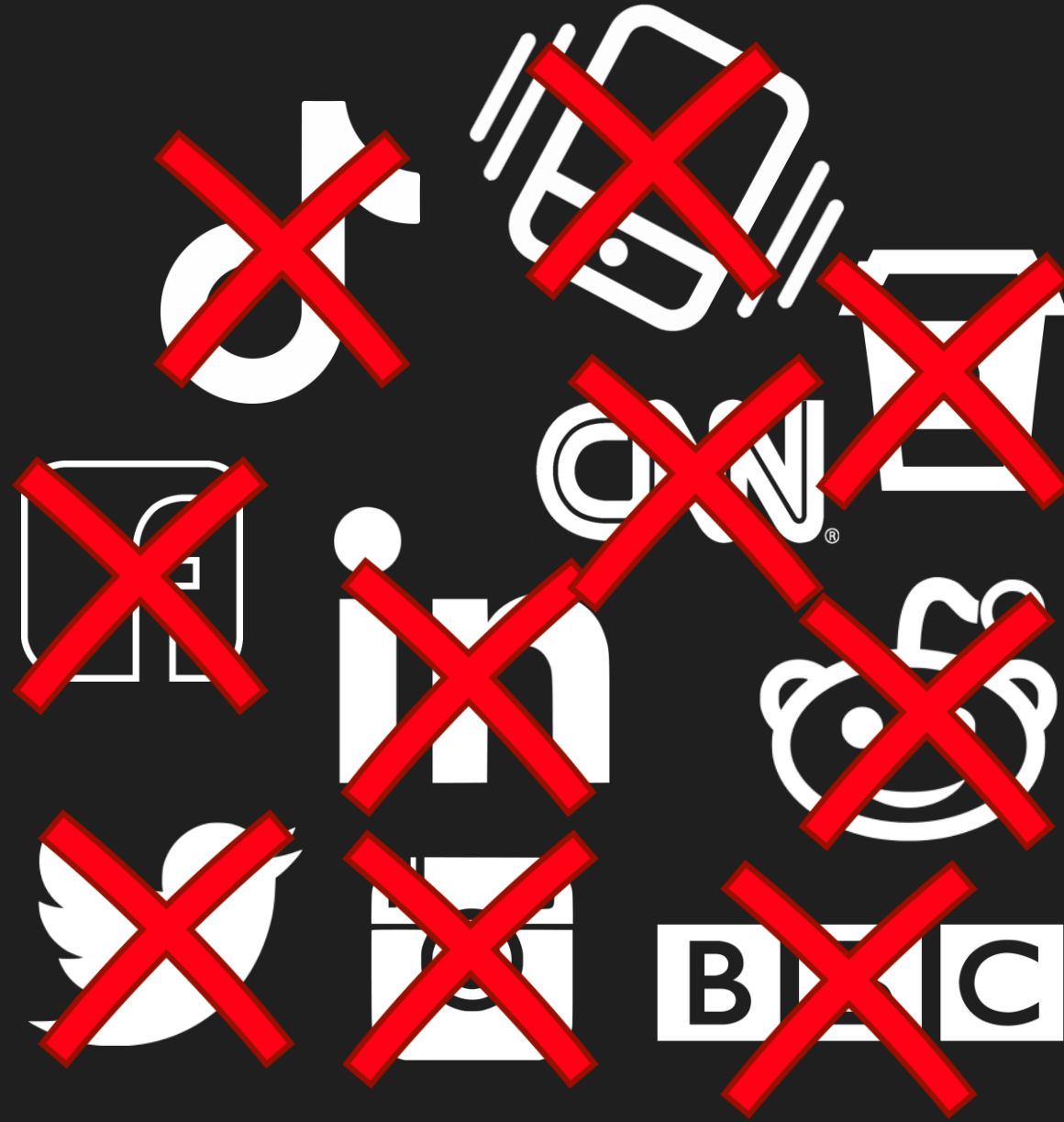


## The **Pomodoro** Technique

Induce the **Flow State**

**10-25** minutes intervals  
and keep going











The British Academy of Sound Therapy

# THE MUSICAL DAILY ALLOWANCE

Research conducted by Lyz Cooper at The British Academy of Sound Therapy in collaboration with Deezer



## 13 MINUTES

### FOCUS

Our research showed that 13 minutes was the optimum time for those using music to concentrate. The majority of people used classic music with a slow tempo or ambient music with no lyrics.

<b>81%</b> Felt their mind became clear	<b>91%</b> Felt they could do their job better	<b>89%</b> Were able to make decisions clearly
--	---	---

The British Academy of Sound Therapy

# THE MUSIC DAILY ALIEN

Research conducted by The British Academy of Sound Therapy in collaboration with EPOS

**1**

**81%** Felt their mind became clear

**89%** Were able to make decisions clearly

Certified for  
**Microsoft Teams**

EPOS



PUBLIC PLAYLIST

# WalseSpiral for focus work

This is the playlist that I use during my Pomodoro sprints to reach the flow state, deep work and focus on a single task. Watch my YouTube series on Pomodoro:  
<https://youtube.com/playlist?list=PL6SeshpCxLFFq7KlIttm61s6IVh4hjuFO>

 Ståle Hansen • 83 likes • 29 songs, 1 hr 58 min



Enhance







Custom order

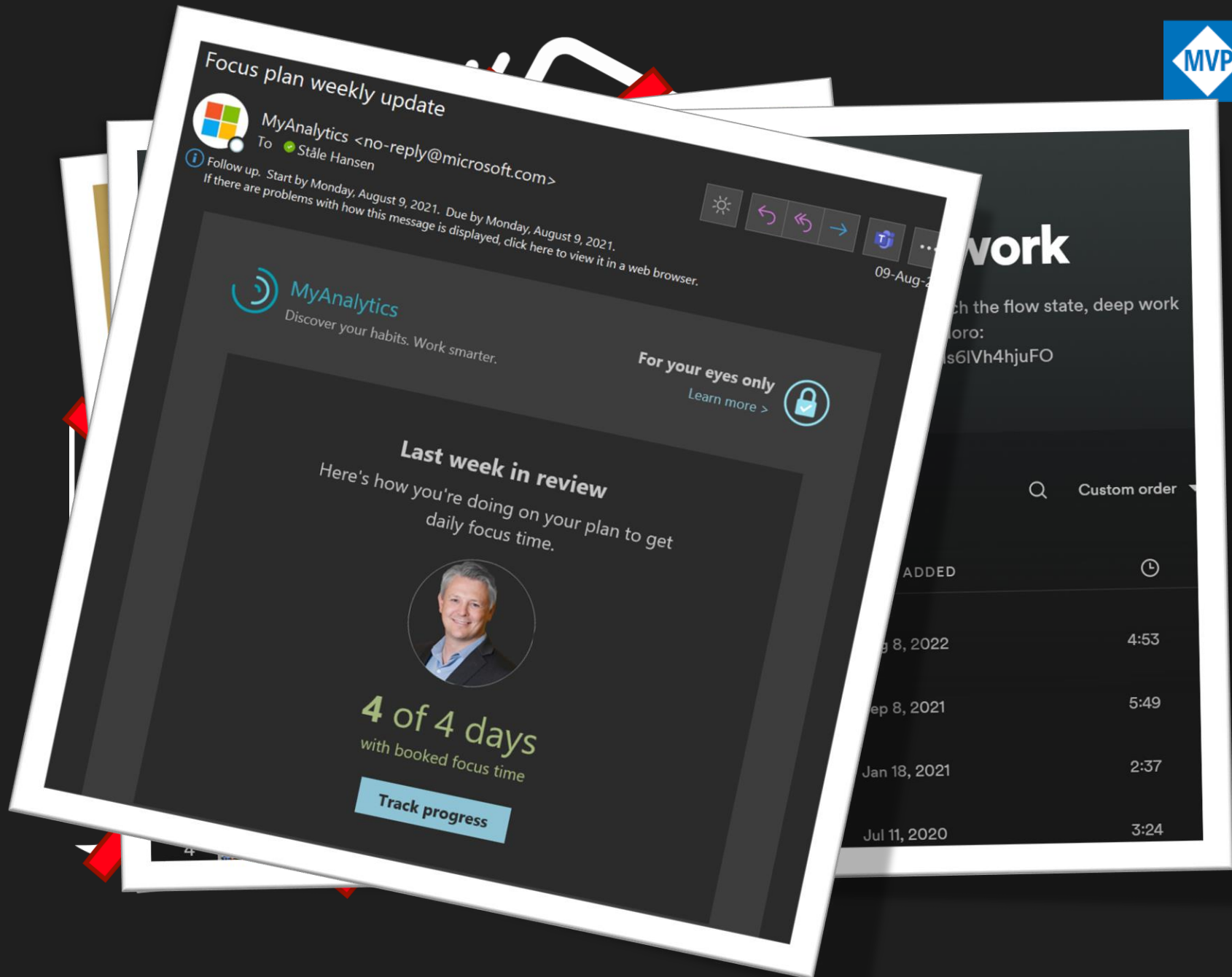
# TITLE

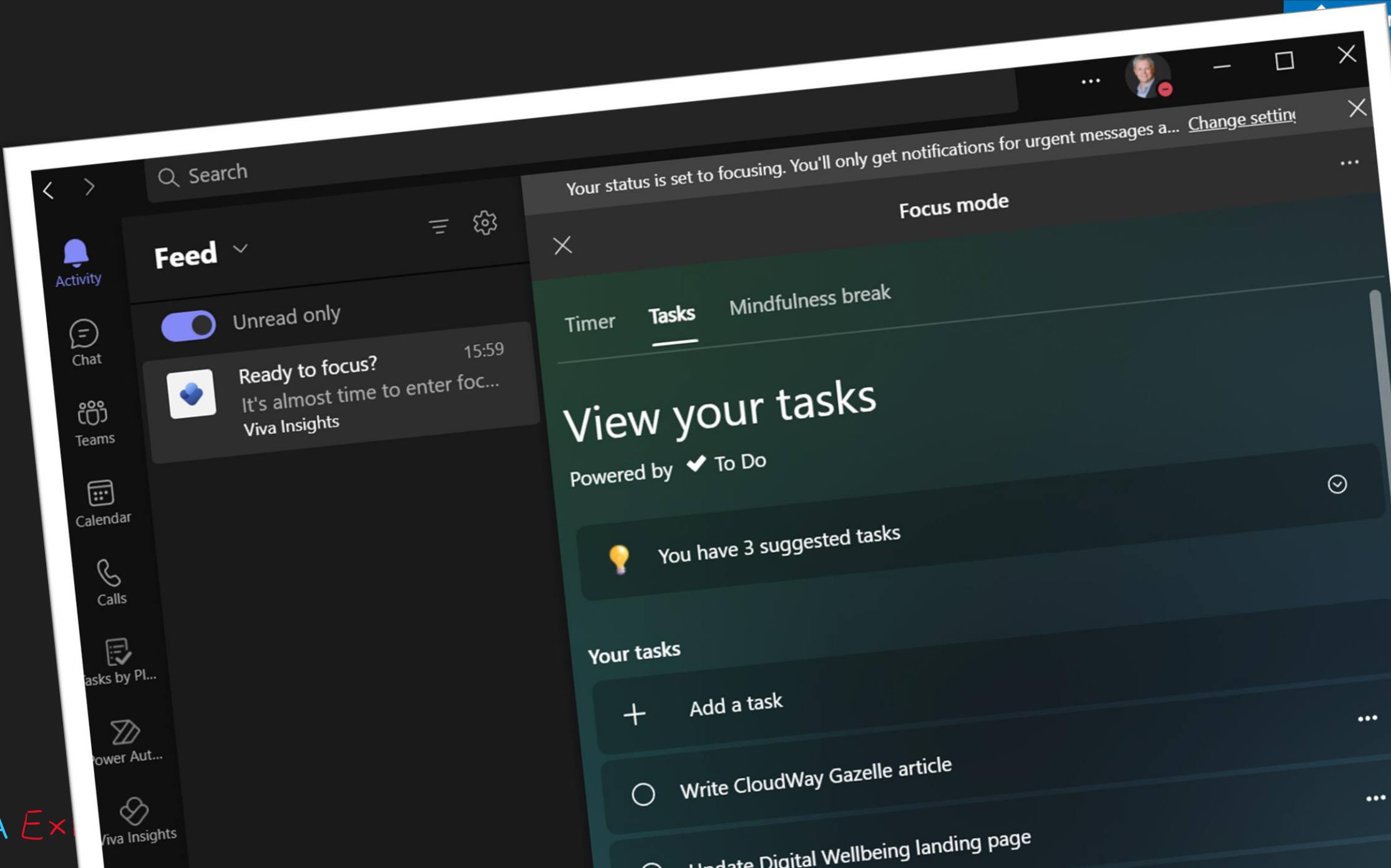
ALBUM

DATE ADDED



1	 <b>Chains of Fate</b> Derek Duke	Diablo III Reaper of Souls Sound...	Aug 8, 2022	4:53
2	 <b>Made of Water</b> Thomas Bergersen	Humanity - Chapter IV	Sep 8, 2021	5:49
3	 <b>The Imitation Game</b> Alexandre Desplat, London Symphony ...	The Imitation Game (Original M...	Jan 18, 2021	2:37
4	 <b>The Day That Wasn't</b> L'Esprit	The Umbrella Academy (Origina...	Jul 11, 2020	3:24





It's almost time to enter your  
Viva Insights

# View your tasks

Powered by To Do

You have 3 suggested tasks

## Your tasks

+ Add a task

Write CloudWay Gazelle article

Update Digital Wellbeing landing page

Update M365ReVival details

[https://www.linkedin.com/posts/mranders\\_microsoftteams-m365defender-mspurview-activity-7014171589084639232-yvOf?utm\\_source=share&utm\\_medium=member\\_android](https://www.linkedin.com/posts/mranders_microsoftteams-m365defender-mspurview-activity-7014171589084639232-yvOf?utm_source=share&utm_medium=member_android)

[https://www.linkedin.com/posts/tmorganuk\\_microsoft-teams-developers-can-now-set-presence-activity-7012099953686683648-BD9x?utm\\_source=share&utm\\_medium=member\\_android](https://www.linkedin.com/posts/tmorganuk_microsoft-teams-developers-can-now-set-presence-activity-7012099953686683648-BD9x?utm_source=share&utm_medium=member_android) presence og status

Chat gpt, and Digital Wellbeing abstract

Teams

Calendar

Calls

Tasks by Pl...

Power Aut...

Viva Insights

Viva Learni...

Viva Engage

...

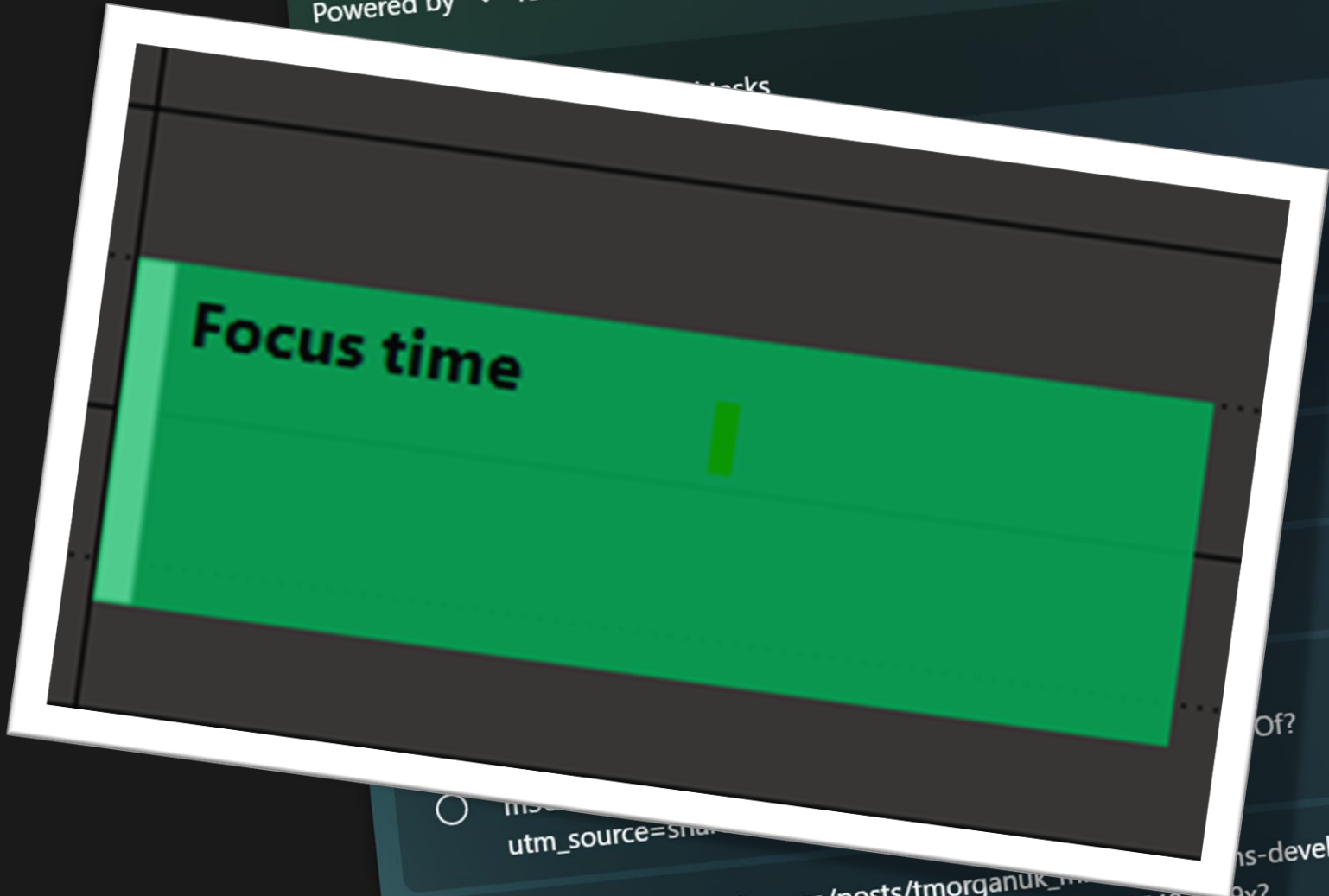
Apps

# View your tasks

Powered by To Do

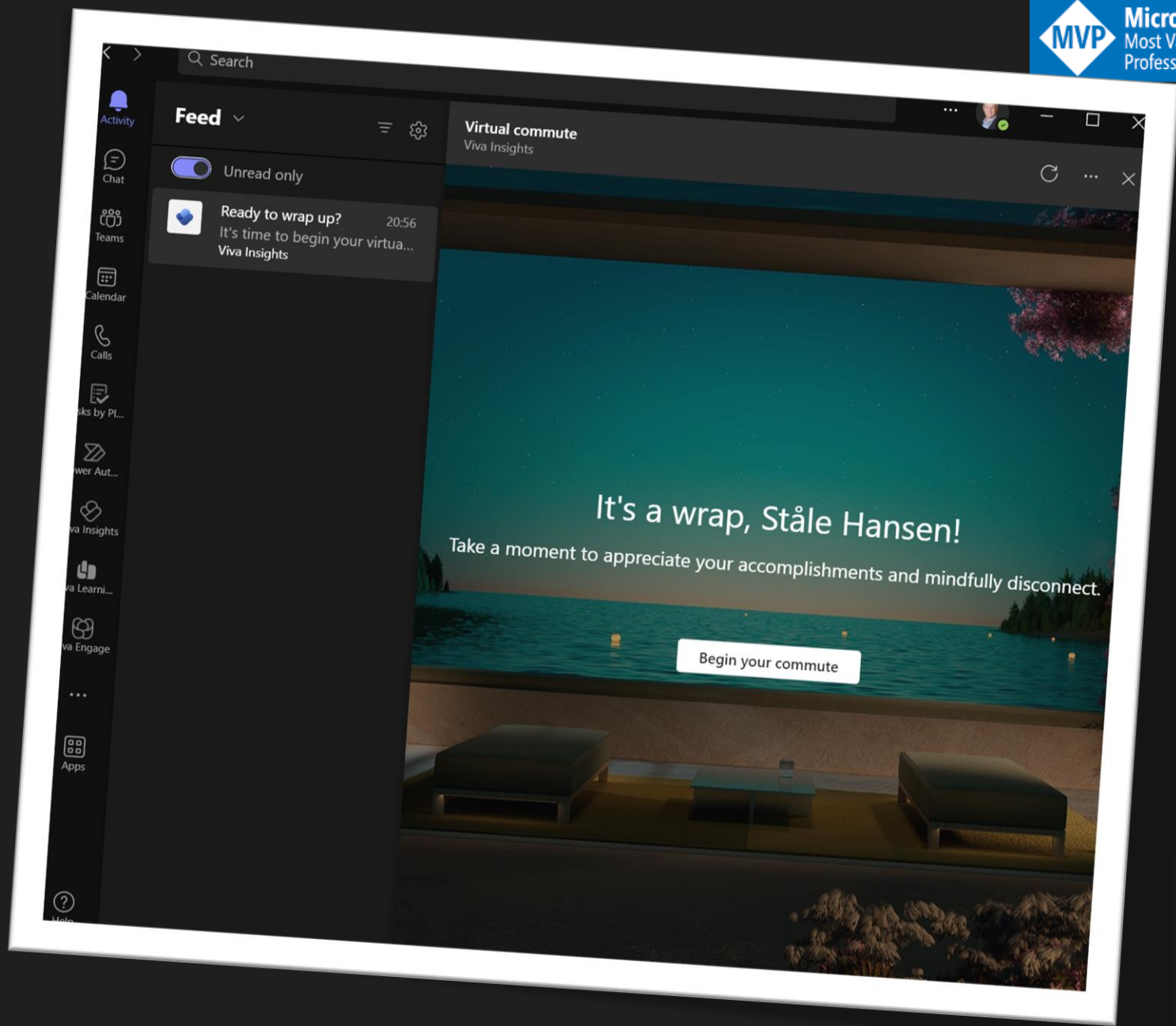
It's almost time to enter room  
Viva Insights

- Teams
- Calendar
- Calls
- Tasks by Pl...
- Power Aut...
- Viva Insights
- Viva Learni...
- Viva Engage
- ...
- Apps



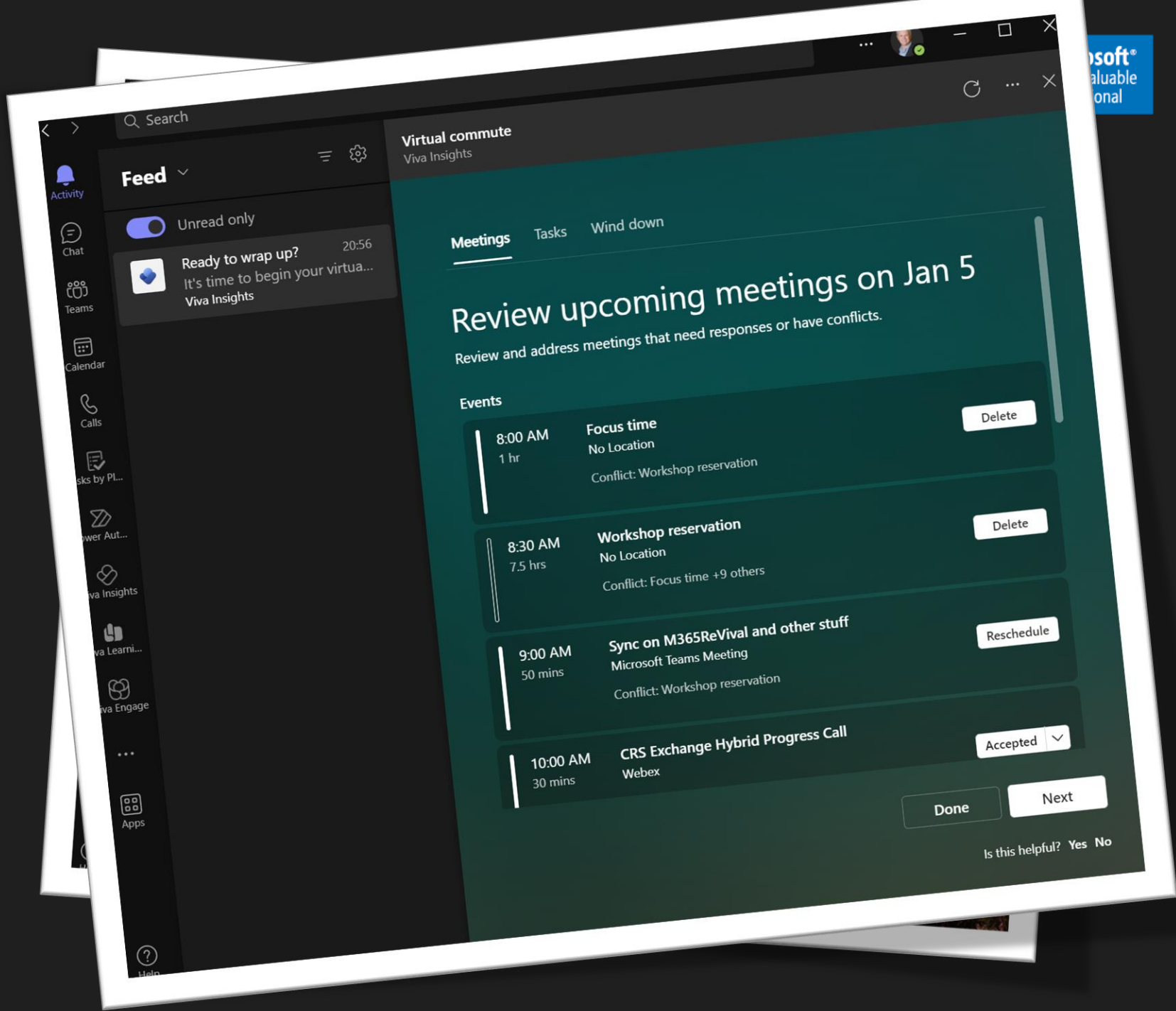
- [https://www.linkedin.com/posts/tmorganuk\\_...](https://www.linkedin.com/posts/tmorganuk_...)
- [can-now-set-presence-activity-7012099953686683648-BD9x?](https://www.linkedin.com/posts/tmorganuk_...)
- Chat gpt, and Digital Wellbeing abstract

Process  
&  
Execute



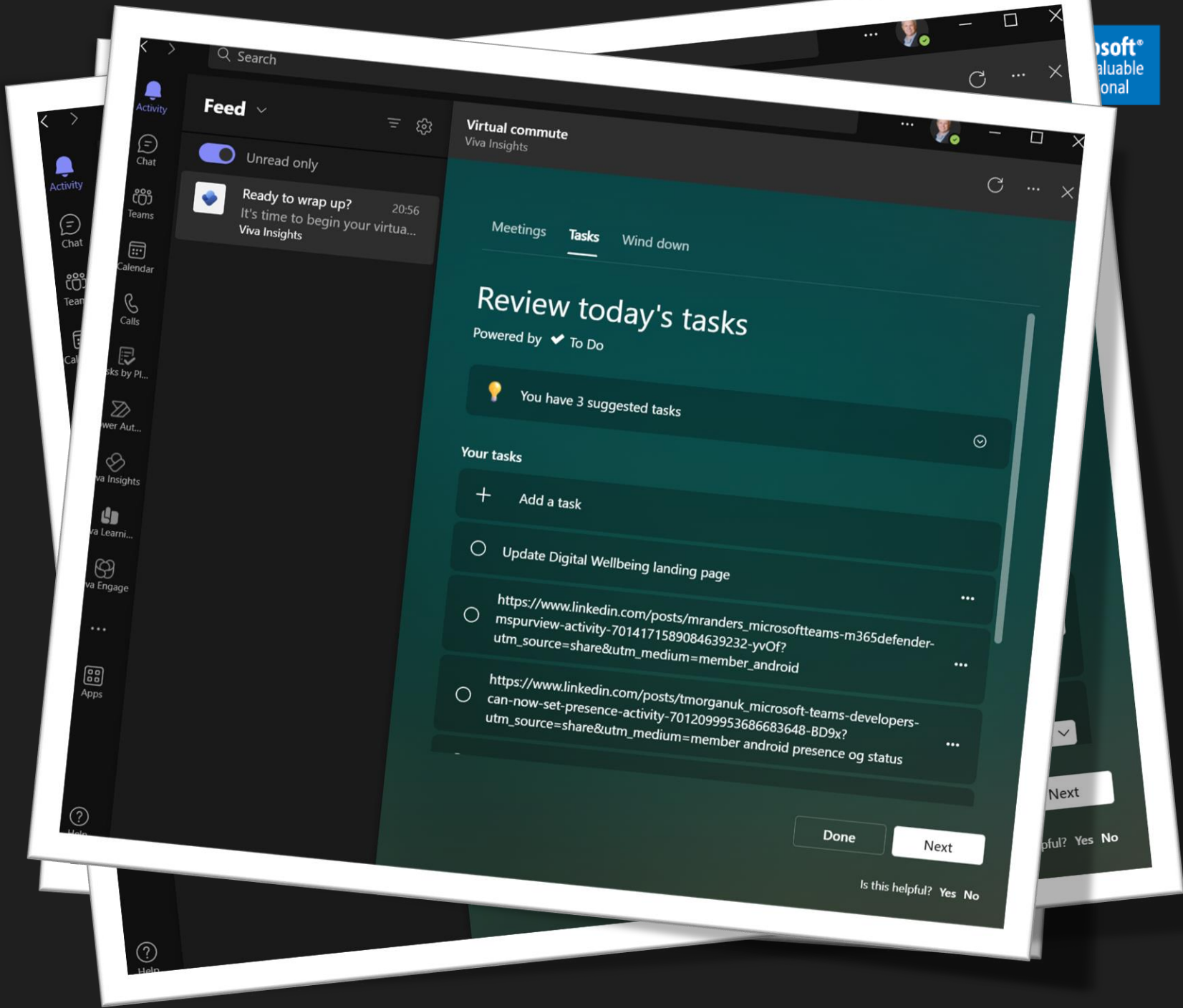


Process  
&  
Execute



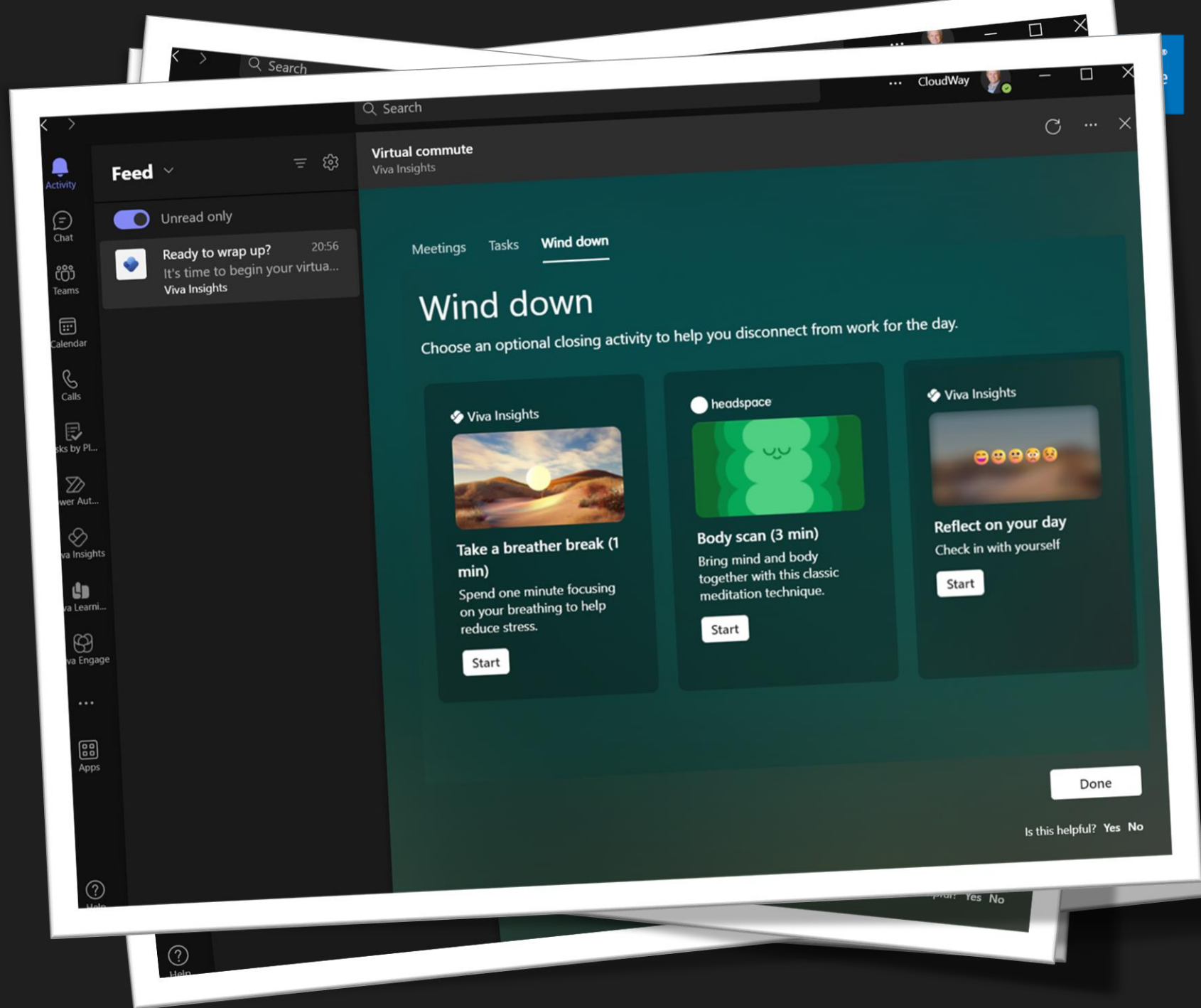
Microsoft®  
Valuable  
Personal

# Process & Execute



Microsoft®  
Valuable Personal

# Process & Execute



Viva Insights

# Wind down

Choose an optional closing activity to help you disconnect from work

Viva Insights

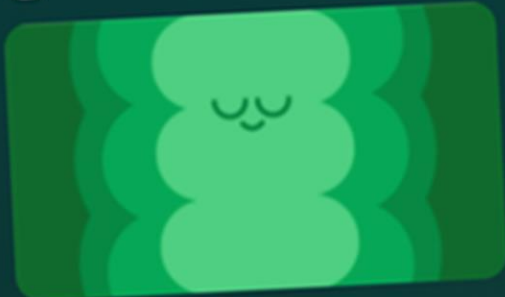


**Take a breather break (1 min)**

Spend one minute focusing on your breathing to help reduce stress.

Start

headspace



**Body scan (3 min)**

Bring mind and body together with this classic meditation technique.

Start

Teams

Calendar

Calls

Tasks by Pl...

Power Aut...

Viva Insights

Viva Learni...

Viva Engage

...

Apps



disconnect from work for the day.

ospace



scan (3 min)

mind and body  
ner with this classic  
ation technique.

t

 Viva Insights



Reflect on your day  
Check in with yourself


Start

Virtual commute  
Viva Insights

Meetings **Tasks** Wind down

## Review today's tasks

Powered by  To Do

 You have 3 suggested tasks

Tasks

Add a task

Update Digital Wellbeing landing page

[https://www.linkedin.com/posts/mranders\\_microsoftteams-m365defender-mspurview-activity-7014171589084639232-yvOf?utm\\_source=share&utm\\_medium=member\\_android](https://www.linkedin.com/posts/mranders_microsoftteams-m365defender-mspurview-activity-7014171589084639232-yvOf?utm_source=share&utm_medium=member_android)

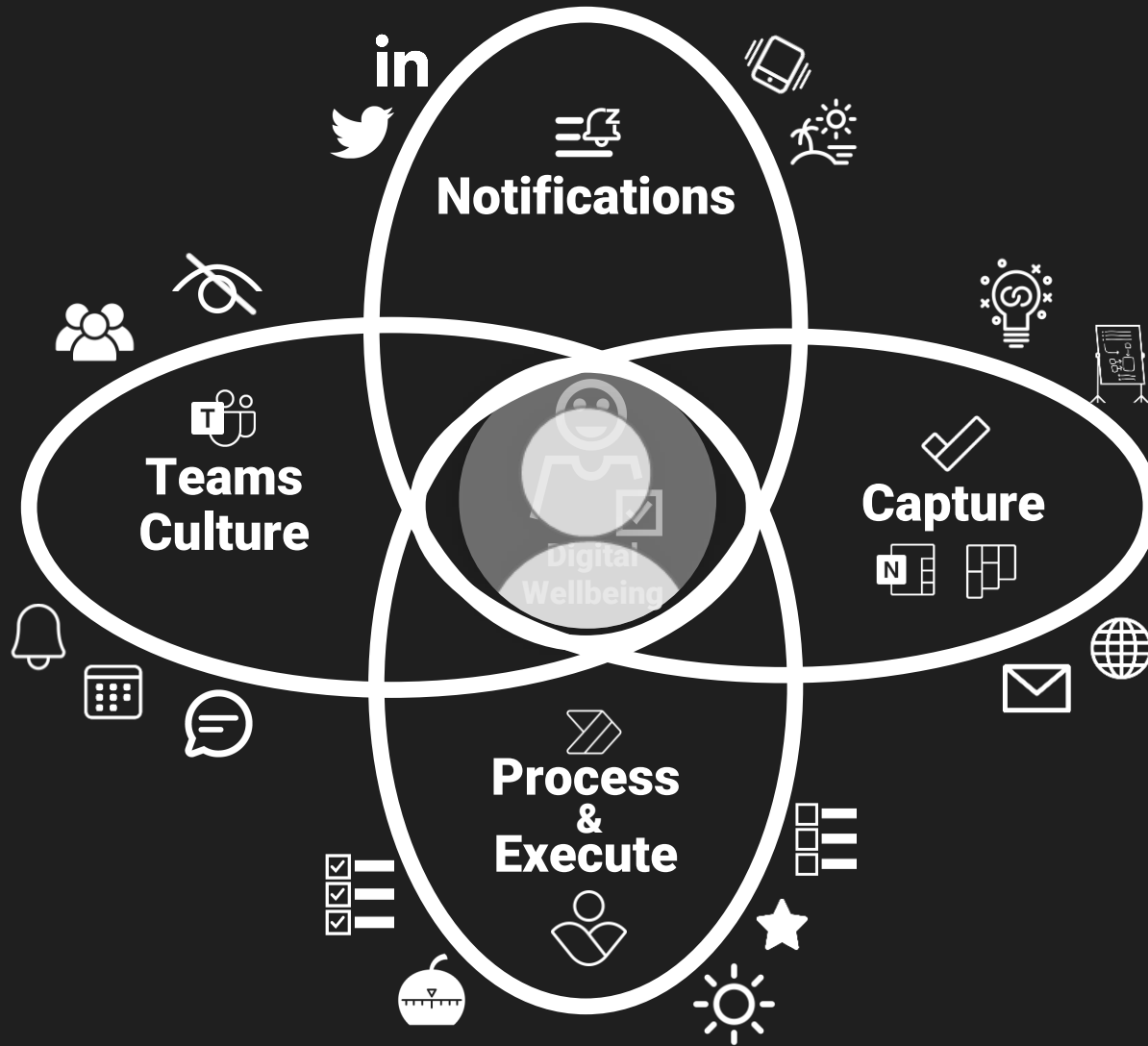
[https://www.linkedin.com/posts/tmorganuk\\_microsoft-teams-developers-an-now-set-presence-activity-7012099953686683648-BD9x?utm\\_source=share&utm\\_medium=member\\_android](https://www.linkedin.com/posts/tmorganuk_microsoft-teams-developers-an-now-set-presence-activity-7012099953686683648-BD9x?utm_source=share&utm_medium=member_android) presence og status

Done

Next

Is this helpful? Yes No

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onal





**CloudWay**

Microsoft 365

← digital wellbeing

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## Digital Wellbeing

Alternate name: DigitalWellbeing

Digital Wellbeing in Microsoft 365 is about working smart with the tools you have at your disposal. There is a difference between having access to the tools and using them as intended. With the introduction of Microsoft Viva and specifically Viva Insights, we now see where Microsoft is headed....

### People (2)

-  Megan Bowen  
Digital Wellbeing enthusiast
-  Patti Fernandez  
Digital Wellbeing Super User

### Resources (1)



Digital Wellbeing Keynote - Working...  
System Administrator modified on August...





Megan Bowen  
Digital Wellbeing enthusiast



Patti Fernandez  
Digital Wellbeing Super User



## Digital Wellbeing in Microsoft 365 Module 3 - Teams Cultu...

CloudWay | CloudWay | Ståle Hansen

Video · 2h 33m

For you to have a good day in Teams three things needs to happen  
Conversations about processes needs to move from chats to channel...



### More Learning results



## Digital Wellbeing Keynote mobile and vacation

Ståle Hansen's OneDrive

Ståle Hansen modified on May 4, 2022

Digital Wellbeing Working smart in Microsoft 365 Ståle Hansen, CEO  
Microsoft Regional...Digital Wellbeing @StaleHansen Digital Wellbeing...



**Viva Learning** Home My Learning Manage Admin

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### Digital Wellbeing in Microsoft 365 Module 3 - Teams Culture

**DIGITAL WELLBEING IN M365**  
**8 HOURS AND 30 MINUTES**  
**4 MODULES, FULL BREAKDOWN**

**CloudWay**  
CloudWay | Ståle Hansen | Video | 2h 33m  
1 | Uploaded: 01.01.1601  
0 (0 ratings) [Rate It](#)

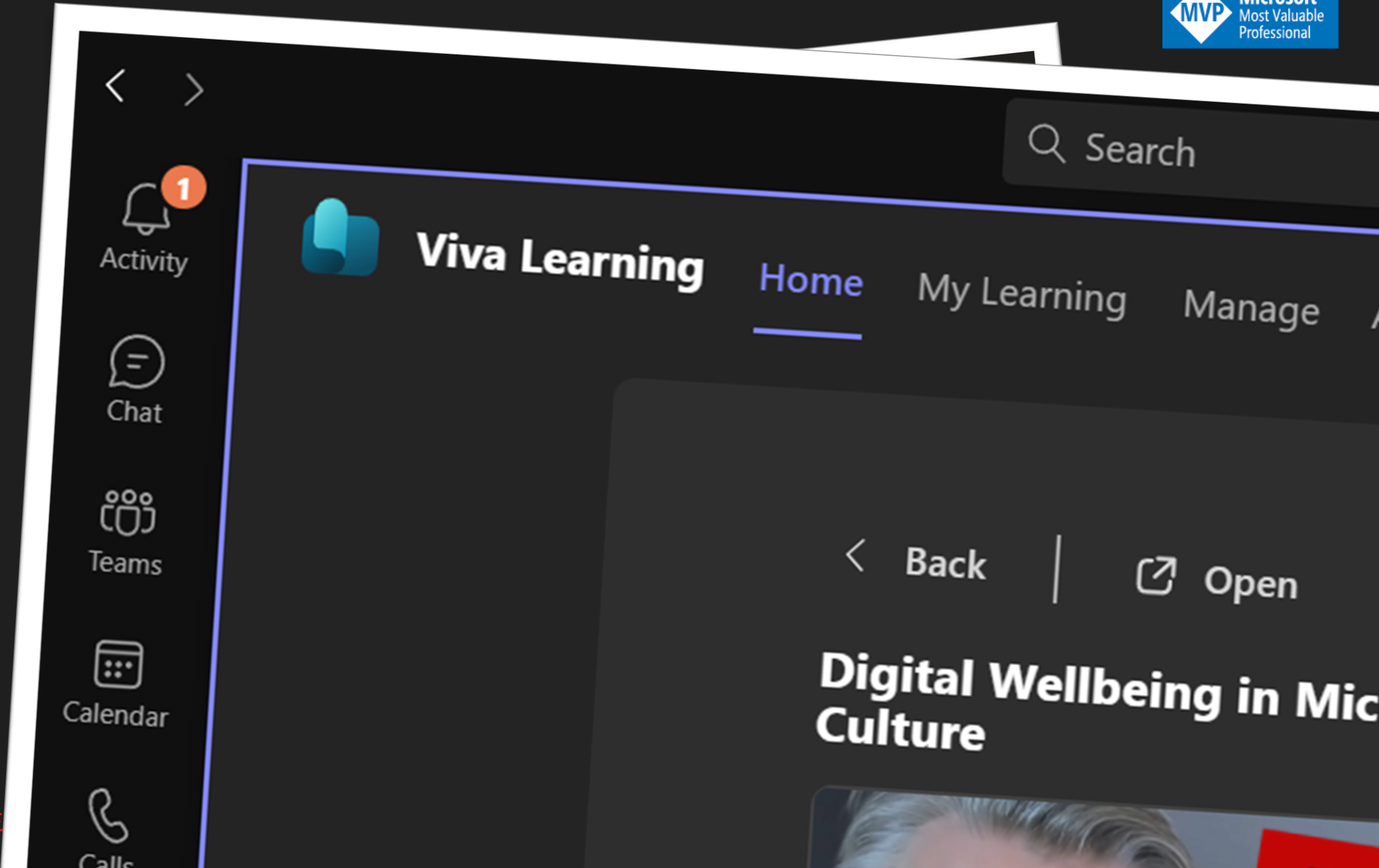
For you to have a good day in Teams three things needs to happen  
Conversations about processes needs to move from chats to channel conversations so that you get the ability to mute parts of the conversation. We want larger Teams with more channels, rather than many teams with fewer

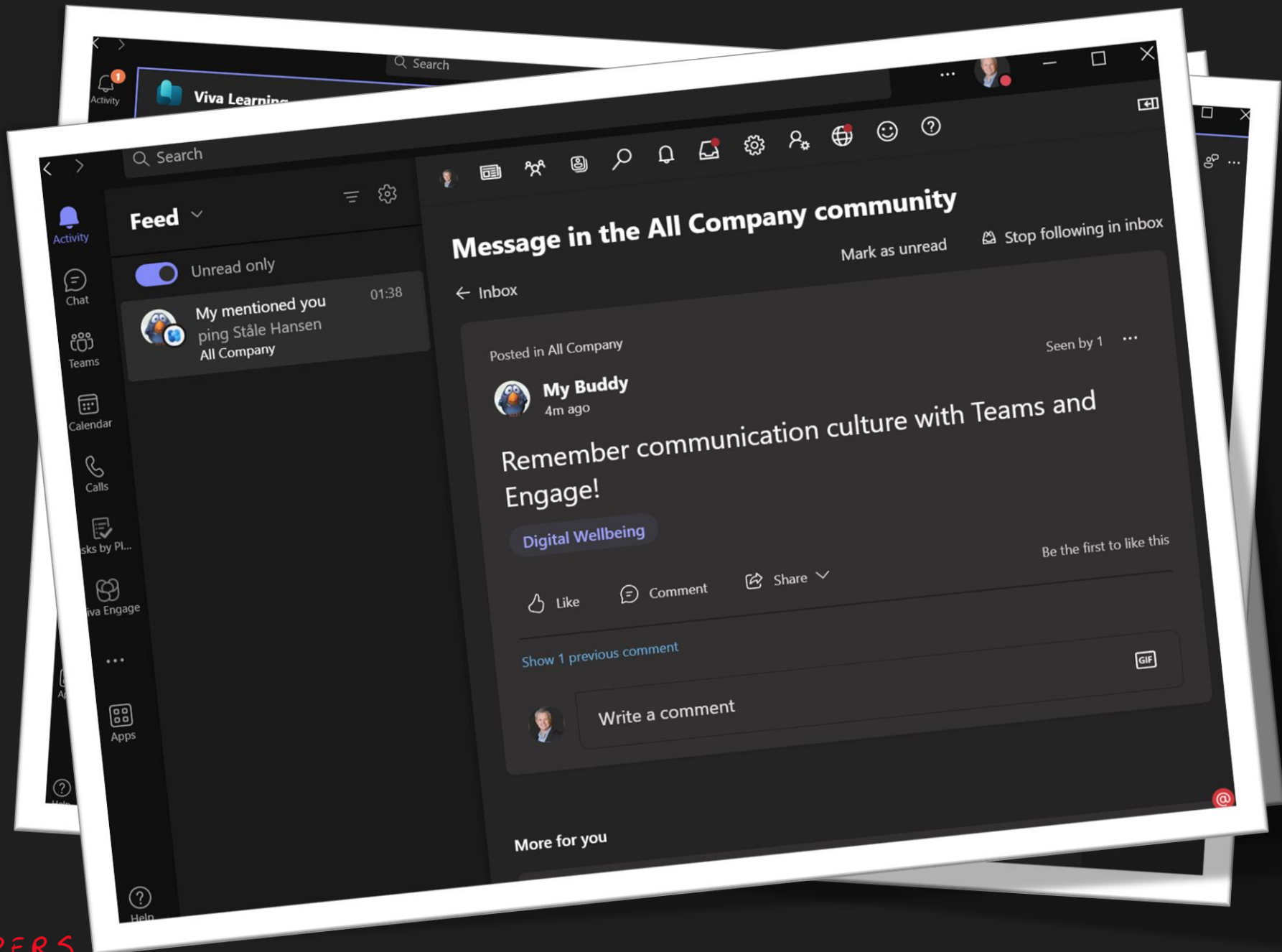
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More courses from CloudWay

- DIGITAL WELLBEING IN M365**  
**8 HOURS AND 30 MINUTES**  
**4 MODULES, FULL BREAKDOWN**  
1h 50m
- DIGITAL WELLBEING IN M365**  
**8 HOURS AND 30 MINUTES**  
**4 MODULES, FULL BREAKDOWN**  
1h 29m
- DIGITAL WELLBEING IN M365**  
**8 HOURS AND 30 MINUTES**  
**4 MODULES, FULL BREAKDOWN**  
2h 44m







**My Buddy**

4m ago

Remember communication culture  
Engage!

Digital Wellbeing



Like



Comment

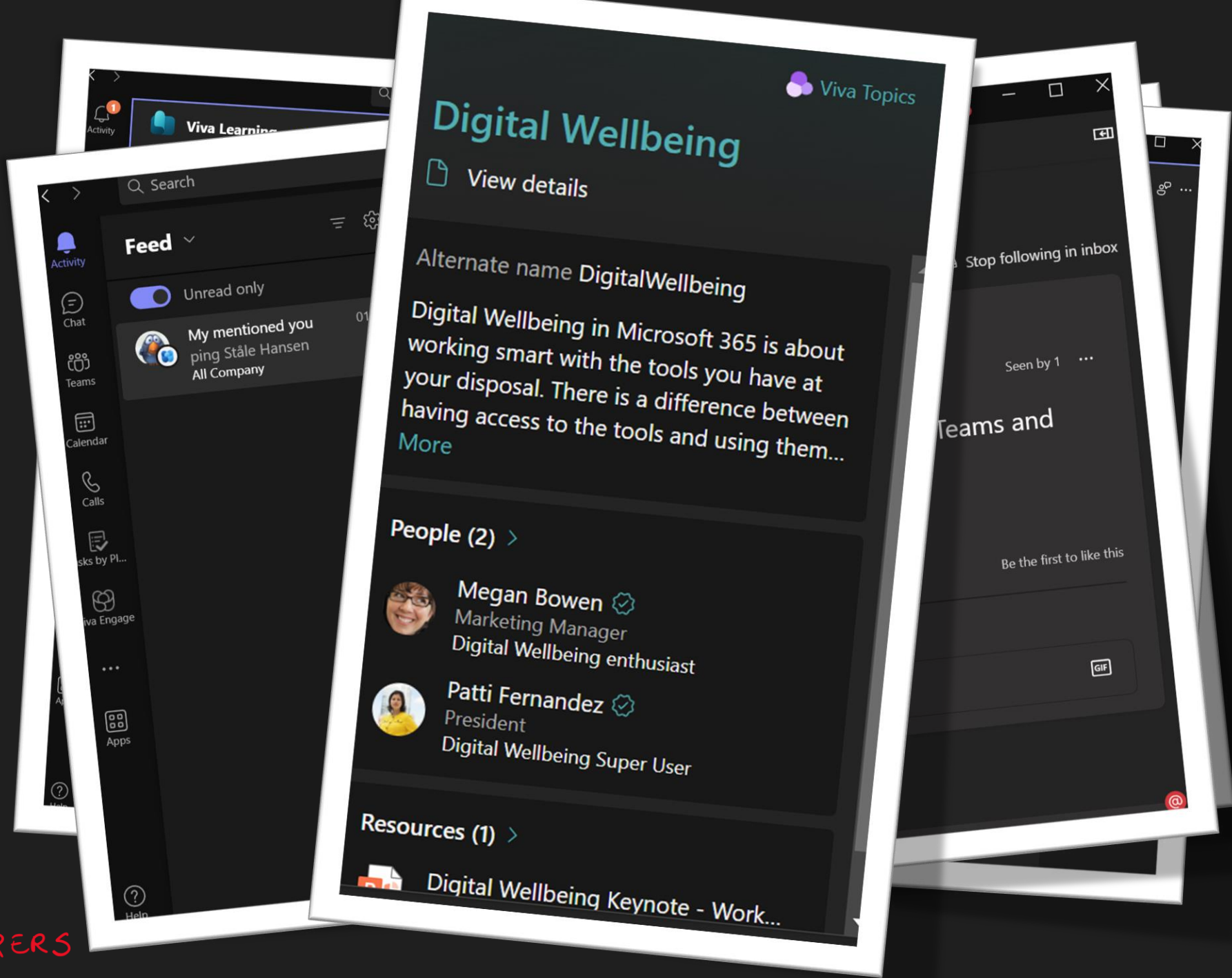


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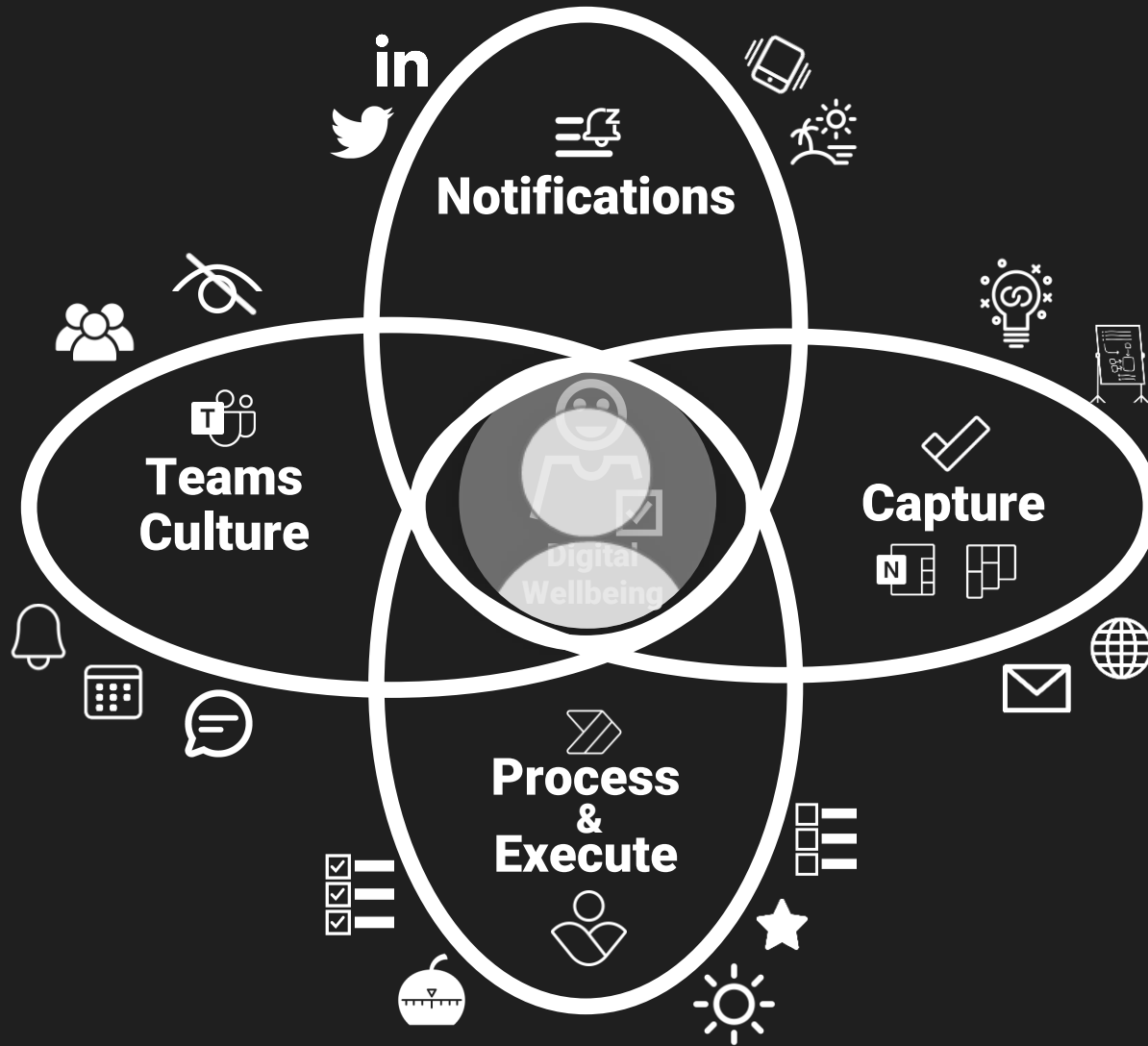
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comment

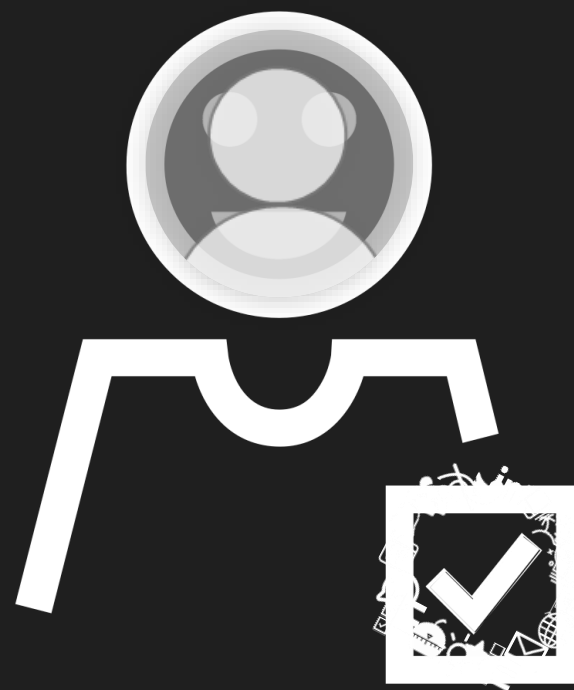




VIVA EXPLORERS







# Digital Wellbeing



Ståle Hansen

@StaleHansen  
4.46K subscribers

HOME

VIDEOS

SHORTS

LIVE

PLAYLISTS

COMMUNITY

CHANNELS

### Microsoft 365 productivity

▶ PLAY ALL

A YouTube series about working smarter not harder by optimizing personal and business productivity in Microsoft 365.



This is the slide handout 

“If you know the **WHY**, then you can live by any **HOW**”

Friedrich Nietzsche

Thanks for watching 

<https://CloudWay.com/digitalwellbeing>

Ståle Hansen, CEO  CloudWay

Microsoft Regional Director

Microsoft MVP