Digital Wellbeing
Working smart in Microsoft 365 with Viva

Ståle Hansen, CEO CloudWay
Microsoft Regional Director
Microsoft MVP
https://cloudway.com
Ståle Hansen: here's the draft for your comments. Wordpress process.docx
Tasks by Planner and To Do
Create task

- Ståle Hansen here's the draft for your comments ...

Create in
Priority
- Medium

Due date

Notes
Lesley Crook in CloudWay/Speaking and Community at December 5, 2022 at 2:37 PM:
Ståle Hansen here's the draft for your comments Wordpress

https://teamcloudway.sharepoint.com/wr/s/CloudWayS3/EXUUSVZo
viRf9WctZeMkIABuDo34ShYq6qX9oqXwAIQ?e=wui6dw

Add task
Ståle Hansen here's the draft for your comments
Wordpress process.docx
https://teamcloudway.sharepoint.com/w:/s/CloudWay53/EXUU5VZovlRFv9WctZEKIABuDo34SnYq6qXD9oqXwAiQ?e=wul6dw
Review today's tasks
Powered by To Do

You have 1 suggested task

Your tasks

Add a task

Ståle Hansen here's the draft for your comments Wordpress process.doc
https://teamcloudway.sharepoint.com/w:s/CloudWay53/EXUUSVZovlRfe=wui6dw
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
Ståle Hansen here's the draft for your comments Wordpress process.docx
https://teamcloudway.sharepoint.com:/w:/s/CloudWay53
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
Ståle Hansen here's the draft for your comments Wordpress process.docx

You Dec 6, 17:39
thanks, updated, set text in red where I added major changes
Digital Wellbeing
Digital Wellbeing
Teams
Culture
Ståle Hansen here's the draft for your comments Wordpress
process.docx

You Dec 6, 17:39
thanks, updated, set text in red where I added major
changes
RUN PROCESSES IN GROUP CHAT
Teams Culture

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

Custom

Send Teams messages to ToDo and Planner

Task created

Ståle Hansen in Project X/1 - Business Case and Adoption
before during after
#HybridMeetings
before  during  after

#HybridMeetings
Teams
Culture
Notifications

Teams

Culture

Quiet time

Quiet hours

- Start: 17:00
- End: 09:00

When enabled, daily quiet hours mutes all Teams notifications on this device.

Quiet days

When enabled, quiet days mutes all Teams notifications for 24 hours on selected days.
Challenge 1
“If you're not paying for the product, then you are the product” - The Social Dilemma
"If you're not paying for the product, then you are the product" - The Social Dilemma

Source: https://office365foritpros.com
Why did I get it?

Was it useful?

How can I get it at the right time?
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

By Mads 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 into 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 off 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.
Dear people who send you Teams messages at 3:00am: What the □□ 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
Configure your quiet time

Mobile notifications for Outlook email and Teams are muted during quiet time.

Mute mobile notifications for certain hours:

- Start time: 17:00
- End time: 06:00
- Mon, Tue, Wed, Thu, Fri, Sun

Mute mobile notifications all day:

- Mon, Tue, Wed, Thu, Fri, Sat, Sun

On
Maurice Daly
Feb 2, 19:31

Vik Ørsta

General

Ståle Hansen could you please create a project in Tripletex for this customer.

Broken down into:

See more

14 replies from Ben, You + 3 others

You
Feb 10, 12:59

this should go in the 0.projects channel btw, which is reserved for this type of discussion

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
2 replies from you and Lesley
Stale Hansen 16-Feb 15:40
published the event on cloudway website
Modern Management Summit 2022 | CloudWay

More actions
New conversation
Create a new poll
Create task
Create issue
See more
Create new action
Ben Whitmore in CloudWay/Speaking and Community on 16 February 2023 at 10:50 am.

Modern Endpoint Management Summit 2022: Speaking and Community.

I will be hosting 2 sessions. We already have 1,700 signed up for the event. Added to Planner.

https://news.microsoft.com/...
Re: That site you talked about in the meeting

Ståle Hansen
To You
12:24

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

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

from a customer

You
To Ståle Hansen
12:36

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

...
Microsoft 365 project

Ståle Hansen

The project is a GO, can you create the high level design for the migration and process for implementing secure productivity?

Ståle Hansen

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://sjaedave.com](https://sjaedave.com)

Mobile: +4790850007
Review today's tasks

You have 1 suggested task

Add a task

Ståle Hansen, here's the draft for your comments on Wordpress process document:

https://teamcloudway.sharepoint.com/w/s/CloudWay53/EXUUSVZovtRFwUjRiFfGwBn6w
What is Digital Wellbeing?
What is Digital Wellbeing?
What is Digital Wellbeing?
What is Digital Wellbeing?
This is now built in to Microsoft 365 🤯
This is now built in to Microsoft 365 🤯
This is now built in to Microsoft 365.
This is now built in to Microsoft 365 😮
This is now built in to Microsoft 365 🤯
This is now built in to Microsoft 365.
This is now built in to Microsoft 365 🤯.
This is now built in to Microsoft 365.
This is now built in to Microsoft 365

Your status is set to focusing. You’ll only get notifications for urgent messages at this time.

Focus mode

Timer  Tasks  Mindfulness break

Ready, set, focus!
This is now built in to Microsoft 365

Ståle Hansen

Ready, set, focus!

Timer    Tasks    Meeting Notes
The Pomodoro Technique
Induce the Flow State
10-25 minutes intervals and keep going
You are your worst enemy
The British Academy of Sound Therapy

THE MUSICAL DAILY ALLOWANCE

Research conducted by Liz 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.

81%
Felt their mind became clear

91%
Felt they could do their job better

89%
Were able to make decisions clearly

**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=PL66sh1pCxtLFFQ7Kltm6Is6Ih4hjuFO

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

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<th>ALBUM</th>
<th>DATE ADDED</th>
<th>Length</th>
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</thead>
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<tr>
<td>1</td>
<td>Chains of Fate</td>
<td>Diablo III Reaper of Souls Soundtrack</td>
<td>Aug 8, 2022</td>
<td>4:53</td>
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<td>2</td>
<td>Made of Water</td>
<td>Humanity - Chapter IV</td>
<td>Sep 8, 2021</td>
<td>5:49</td>
</tr>
<tr>
<td>3</td>
<td>The Imitation Game</td>
<td>The Imitation Game (Original Motion...</td>
<td>Jan 18, 2021</td>
<td>2:37</td>
</tr>
<tr>
<td>4</td>
<td>The Day That Wasn't</td>
<td>The Umbrella Academy (Original Motion...</td>
<td>Jul 11, 2020</td>
<td>3:24</td>
</tr>
</tbody>
</table>

https://open.spotify.com/playlist/287V0CPCyiQf37yAb3v8wK?si=9bd9f4ad2304a1d
View your tasks

You have 3 suggested tasks

Your tasks

+ Add a task

- Write CloudWay Gazelle article

- Update Digital Wellbeing landing page
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-mpurvview-activity-7014171589084639232-yvOf?
  utm_source=share&utm_medium=member_android

- Chat gpt, and Digital Wellbeing abstract

  https://www.linkedin.com/posts/morganuk_microsoft-teams-developers-can-now-set-preservation-activity-7012099953686683648-BD9x?
  utm_source=share&utm_medium=member android presence og status
It's a wrap, Ståle Hansen!

Take a moment to appreciate your accomplishments and mindfully disconnect.
Review upcoming meetings on Jan 5

Review and address meetings that need responses or have conflicts.

Events

- **8:00 AM**
  - Focus Time
  - 1 hr
  - No Location
  - Conflict: Workshop reservation

- **8:30 AM**
  - Workshop reservation
  - 7.5 hrs
  - No Location
  - Conflict: Focus time +9 others

- **9:00 AM**
  - Sync on M365Revive and other stuff
  - 50 mins
  - Microsoft Teams Meeting
  - Conflict: Workshop reservation

- **10:00 AM**
  - CRS Exchange Hybrid Progress Call
  - 30 mins
  - Webex

Delete
Delete
Reschedule
Accepted
Done
Next
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
disconnect from work for the day.

Reflect on your day
Check in with yourself
Start
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....

Resources (1)

People (2)

- Megan Bowen
  Digital Wellbeing enthusiast

- Patti Fernandez
  Digital Wellbeing Super User
Digital Wellbeing in Microsoft 365 Module 3 - Teams Culture

For you to have a good day in Teams three things needs to happen:

Conversations about processes needs to move from chats to channel...

Digital Wellbeing Keynote mobile and vacation

Ståle Hansen modified on May 4, 2022

Digital Wellbeing Working smart in Microsoft 365 Ståle Hansen, CEO
Digital Wellbeing in Microsoft 365 Module 3 - Teams
Culture

CloudWay
CloudWay
Hansen
Video
2h
3m
Uploaded:
Oct 16 2021

For you to have a good day in Teams three things need to happen. Conversations about processes need 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.

Read More

This content is subject to the content provider’s privacy and service terms.
Message in the All Company community

Posted in All Company

My Buddy
Am ago

Remember communication culture with Teams and Engage!

Digital Wellbeing

Like, Comment, Share

Be the first to like this

Show 1 previous comment

Write a comment

More for you
Remember communication culture. Engage!

Digital Wellbeing
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...

More

People (2) >

Megan Bowen
Marketing Manager
Digital Wellbeing enthusiast

Patti Fernandez
President
Digital Wellbeing Super User

Resources (1) >

Digital Wellbeing Keynote - Work...
Digital Wellbeing
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