



Monthly Productivity & Balance Newsletter | August 2018

Using Technology to Balance Work and Life

Just as any other tool, when used properly, technology can actually promote a healthy work-life balance and offer users the ability to juggle personal and professional responsibilities. Below are a few ways that phone apps can promote healthier lifestyles and help users to focus on what matters most.

Watch Your Wellness

From watches and bracelets to trackers embedded into necklaces and even into shoes, wearables keep you moving both during and after the workday. Step counters, sleep trackers, wellness diaries and exercise journals are all easily embedded into our phones. Health tracker apps such as MyFitnessPal and MyPlate allow users to record water and calorie intake, monitor nutrition and journal activities throughout the day to create a comprehensive food and exercise plan. Many trackers also utilize the phone's integrated step tracker, allowing you to integrate real-time data into your digital food and exercise diaries.

Manage Your Time

Time management, both in the office and at home, can be difficult. Time management apps allow users to record their daily schedules and review the amount of time they spend on each task. These apps provide the insight needed to make adjustments to daily to-do lists and find the proper balance between what needs to be done and what tasks could be streamlined. Apps such as TimeTune allow you to track daily tasks and monitor time-spent on each, while ToDoist streamlines your daily to-do list and monitors productivity to make sure you get everything done.

Monitor Your Mental Health

Whether you have a 9 to 5 office job, work a night-shift schedule, travel often for work, or work flexible hours from home, de-stressing and disconnecting from work-related issues is always important. From meditation to relaxation, apps can be used to lull almost anyone into a calmer mindset. Apps like Pacifica allows users to monitor their mood, journal the day's events, and find meditation guidance. If you are looking for a way to exercise your stress away, the SworkIt app provides short yoga, pilates and strength-training routines that fit into even the busiest schedules.

Boost Your Financial Health

Managing your money can be simplified by using expense-tracking apps such as Mint or Acorns. These user-friendly apps monitor spending and encourage the user to save more than spend. Downloading your bank and credit card associated apps can also guide you toward financial wellness by allowing you to easily access your accounts, expenditures, savings, and credit score.

Allow Yourself to Disconnect

Using apps can actually help you disconnect from social and work-related tasks. Whether you have a habit of checking your work emails late at night, or you catch yourself losing time while scrolling aimlessly through

your social media feeds, some apps exist solely to help you disconnect. BreakFree, for example, monitors which apps you use most, times how long you spend on each and notifies you when you've spent too much time on each. Offtime takes this concept one step further by allowing you to easily switch the phone to a "do not disturb" mode and receive calls and messages from only those listed on your embedded VIP contacts list.

Deliver Your Daily To-Dos

Making the most of auto-downloaded apps such as calendars, notepads, to-do lists and even the alarm function can help you to store important information and reminders. Whether you rely solely on these basic apps or supplement them with others suggested here, be sure to back-up your data regularly. Storing your to-dos in the Cloud ensures that your information is always stored and accessible, even if you forget or lose your phone.

The benefits and apps listed above are only a few of the many productivity and wellness-focused tools available on your phone. Next time you feel stressed, overwhelmed or unorganized, open the app store and find a new tool to help you get back on track!

**To learn more about using technology to promote a productive work/
life balance or to reach a Behavioral Health or Work/Life Expert,
contact eni by calling:
1.800.327.2255**