



DISCONNECT FOR A BETTER WELLBEING



In our current society, it is impossible to imagine life without the digital world. Both at work and at home we are bombarded with loads of information through various channels. The amount of information with which we have to deal, is huge, and the flow of communication seems endless. The latter perception is strengthened by the feeling we can work regardless time and place, as this blurs the boundary between 'time on' and 'time off'.

Despite the advantages of digitalisation and flexible working, we also notice more and more drawbacks. People sometimes feel overwhelmed. It seems like we end up in a rat race.

Sounds familiar? This is completely normal! After all, our brain is not designed to remain constantly 'switched on'? Always being alert is unhealthy to the brain, which also needs rest to function optimally.

Those who can switch off work after office hours and pay attention to other key areas of life, will feel more balanced. Not only does this ensure that you can fully enjoy your time off but giving your brain the rest it needs, will make you feel more energetic and more capable to focus when you do work. You will be more productive at work, have better ideas and be able to absorb new info more easily. In other words, you will improve your wellbeing, have less stress and higher satisfaction!



We aim to provide you with tools to find greater inner peace. After all, you can do more to disconnect from work than you might think.

Since 1 January 2023, employers occupying 20 or more employees are therefore obliged to make arrangements related to disconnection. This is one of the measures in the Labour Deal. More specifically, employers must conclude agreements at company level on employees' right to disconnect outside their working hours, and about methods to achieve this. Further information on the agreements within your company can be found in the company's collective labour agreement or labour regulations.



What can you do to disconnect from work?

There are a lot of issues on which we can make an impact and on which we can start working right away. Will you take part?



Good agreements make good friends

- Firstly, it is important **to make arrangements with your colleagues and your supervisor**, agree to consider time outside of working hours as time off. That way, you will be on the same page and know what to expect from each other.
- Beware... The right to disconnect should not turn into an obligation to disconnect. **Flexibility** plays a major role in employees' wellbeing; those who consciously choose to occasionally wrap up a few tasks at the end of the week to start the following Monday with less stress often show greater motivation and feel more comfortable in the workplace.
- For some jobs, it may be useful to agree with colleagues and supervisor(s) on **what issues qualify as an 'emergency'** to contact you anyway during your absence. Only these matters are urgent enough to disturb you.



Clear framework

- **Dare to say no** to questions asked after office hours.
- **Do you work from home?** Establish a clear routine. Get dressed as if you would physically go to work and choose a permanent work station. Make sure your housemates know when you can or do not want to be disturbed. End your working day by shutting down everything related to work in any way (laptop, email, etc.).



Smartly digital

- **Turn on your out-of-office notification** if you are not at work, referring to the right contact during your absence.
- **Switch off your work smartphone** and state when you will resume work with your replacement's details in your out-of-office message.

- **Turn off notifications and pop-ups on your smartphone and computer.** As soon as your brain records that there is a new message, it wants to read it. By turning off notifications and pop-ups, you will create some quietness and freedom in your head and can just keep on enjoying what you were doing.
- **Delete unnecessary programs and apps.** Do you have programs or apps installed on your smartphone that you do not use? Delete them. They increase the amount of information you have to process and do not add any value.
- **Take note when you reach out for your smartphone** and ask yourself why. Are you making a conscious choice, or are you doing it out of habit? If you notice that it is purely out of habit, just put your smartphone away.
- **Avoid screen time before going to sleep.** Do not take your smartphone to bed with you. Do you use your smartphone as your alarm clock? Buy a regular alarm clock and leave your smartphone out of the bedroom.



Brain breaks

- Take **sufficient, quality breaks when working** during which you briefly disconnect from work and provide your brain with the necessary rest.
- **Create your own digital-free moments and consciously enjoy them.** Leave your smartphone at home when you go out or agree with friends that you all put your devices aside when you get together. This will promote more actual contact and connection.
- If you are not at work, **focus consciously on what you are doing during your time off.** Living in the moment and engaging exclusively with what comes up will have a calming effect.
- It is very important to recharge your batteries after a working day. **Make recuperation and relaxation a priority.** This will keep up your stamina, to everyone's benefit.





Are you struggling to disconnect and is it having a negative impact on your wellbeing? Do you need further information or a supportive talk?

Make sure to contact the psychosocial unit of the Securex External Service for Prevention and Protection at work on 0800 100 59.

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