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Work from Home Wellness Clinical Practice Workbook

A clinically branded, function-preserving edition retaining the original exercises, psychoeducation, checklists, logs, planning tools, and response space.

DSM-5-TR · ICD-11 CLINICAL ALIGNMENT

1 · Self-Assessment

2 · Daily Mood Tracker

3 · Identifying Triggers

4 · Stress Management Techniques

5 · Mindfulness Exercises

6 · Mental Health Check-In

7 · Work-Life Balance

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15 · Financial Stress & Job Insecurity

16 · Digital Detox

17 · Physical Wellness

How to use this workbook

- Use this workbook selectively and collaboratively; it is educational and does not replace individualized assessment, diagnosis, treatment, medical care, or crisis services.
- Skip, pause, or modify any activity that increases distress, danger, shame, or loss of functioning. Adapt language for culture, disability, neurodivergence, health, resources, and lived context.
- Ratings in this workbook are reflection tools unless a named, validated measure and interpretation are explicitly provided.

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Self-Assessment

The following are common signs working from home is negatively affecting your mental health. Rate each statement on a scale from 1-5 (1 being “strongly disagree” and 5 being “strongly agree”):

Statement	Rate (1-5)
1. “I feel isolated and disconnected from my colleagues.”	1-2-3-4-5
2. “I struggle to separate my work life from my personal life.”	1-2-3-4-5
3. “I find it hard to stay motivated and focused on work.”	1-2-3-4-5
4. “I notice a decline in my physical health due to lack of movement.”	1-2-3-4-5
5. “I have trouble setting boundaries with my work hours.”	1-2-3-4-5
6. “I feel guilty for taking breaks or time off during the workday.”	1-2-3-4-5
7. “I feel burned out and exhausted despite working from home.”	1-2-3-4-5
8. “I feel a constant pressure to be available and responsive.”	1-2-3-4-5
9. “I experience frequent distractions that hinder my productivity.”	1-2-3-4-5
10. “I feel a persistent sense of loneliness while working remotely.”	1-2-3-4-5

Score: ____/50

The score reflects the severity and impact of working from home on your mental health.

1. What statements resonated with you more than the others?

2. Which of the identified patterns or habits from the assessment do you feel most interested in working on changing?

Daily Mood Tracker

This worksheet is designed to help you monitor and reflect on your mood each day. Complete the worksheet at the end of each day to gain insights into your emotional well-being.

Date	Mood Rating (1-10)	Mood Description	Mood Triggers	Coping Strategies Used

Identifying Triggers

1. Reflect on your day and identify any events, situations, or thoughts that triggered changes in your mood. The following are some examples. Check off the ones that apply or add more to the list:

- ☐ Minimal social engagement outside of work
- ☐ Feeling disconnected from the team or organization
- ☐ Difficulty setting boundaries between work and personal time
- ☐ Overworking or inability to "switch off" after work hours
- ☐ Family or household distractions during work hours
- ☐ Inadequate or uncomfortable home office setup
- ☐ Lack of a dedicated workspace
- ☐ Noise and interruptions from household members or surroundings
- ☐ Miscommunication or lack of clarity in virtual meetings
- ☐ Feeling excluded from team decisions or conversations
- ☐ Delays in responses from colleagues or supervisors
- ☐ Struggling to maintain focus and productivity
- ☐ Procrastination due to lack of structure
- ☐ Feeling unmotivated or disengaged with work tasks
- ☐ Increased stress and anxiety levels
- ☐ Poor sleep patterns or insomnia
- ☐ Lack of physical activity and exercise
- ☐ Technical issues and unreliable internet connection
- ☐ Inadequate access to necessary tools and resources
- ☐ Overreliance on digital communication leading to screen fatigue
- ☐ Fear of job insecurity or uncertainty about the future
- ☐ Feeling undervalued or unsupported by management
- ☐ Conflicts with family members over shared spaces
- ☐ Stress from managing household chores alongside work tasks

- ☐ Lack of financial support or reimbursement from the employer
- ☐ Feeling guilty for taking breaks or time off
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

2. What common themes or situations do you notice?

Example: "Work-related stress, particularly from tight deadlines and high expectations."

3. How often do these triggers occur?

3. Which triggers have the most significant impact on your mood and productivity?

Stress Management Techniques

1. Reflect on your day and identify specific stressors. Describe the situation and how it made you feel.

Example: "Tight deadline for a project made me feel overwhelmed and anxious."

Situation:

How did it make you feel?

2. Identify physical, emotional, and behavioral symptoms of stress you experienced.

Physical Symptoms Example: "Headache, muscle tension, fatigue."	
Emotional Symptoms Example: "Irritability, anxiety, feeling overwhelmed."	
Behavioral Symptoms Example: "Procrastination, difficulty sleeping."	

3. Choose and practice stress management techniques. Describe the technique and how it helped you manage stress. The following are some suggestions. Check off the ones that may be helpful or add more to the list:

- ☐ **Designate a Dedicated Workspace:** Create a specific area for work to separate it from personal spaces.
- ☐ **Ergonomic Setup:** Ensure your workspace is ergonomically friendly to avoid physical strain.
- ☐ **Minimize Distractions:** Keep your workspace free from non-work-related distractions.
- ☐ **Organize Your Space:** Keep your workspace tidy and organized.
- ☐ **Set a Schedule:** Stick to a consistent work schedule.
- ☐ **Take Regular Breaks:** Use techniques like the Pomodoro Technique to ensure regular breaks.
- ☐ **Prioritize Tasks:** Use a task management system to prioritize and track your tasks.
- ☐ **Set Boundaries:** Clearly define your work hours and stick to them.
- ☐ **Exercise Regularly:** Incorporate physical activity into your daily routine.
- ☐ **Practice Mindfulness:** Use mindfulness techniques such as meditation or deep breathing exercises.
- ☐ **Stay Connected with Colleagues:** Use virtual tools to stay in touch with your team.
- ☐ **Socialize Outside of Work:** Make time for social activities outside of work hours.
- ☐ **Join Online Communities:** Engage with online communities related to your interests.
- ☐ **Set Tech Boundaries:** Limit your screen time and take regular breaks from digital devices.

- ☐ **Use Productivity Tools:** Leverage tools that help you stay organized and productive.
- ☐ **Manage Notifications:** Turn off non-essential notifications to stay focused.
- ☐ **Practice Deep Breathing:** Use deep breathing exercises to calm your mind.
- ☐ **Journaling:** Write down your thoughts and feelings to process and manage stress.
- ☐ **Unplug After Work:** Disconnect from work-related communication after hours.
- ☐ **Plan Personal Activities:** Schedule time for hobbies and personal interests.
- ☐ **Limit News Consumption:** Reduce exposure to stressful news.
- ☐ **Stretch Regularly:** Incorporate stretching into your day to relieve physical tension.
- ☐ **Take Walks:** Go for short walks to clear your mind and get some fresh air.
- ☐ **Stand Up Often:** Use a standing desk or take standing breaks.
- ☐ **Share Responsibilities:** Delegate household chores to balance work and home life.
- ☐ **Natural Light:** Ensure your workspace has plenty of natural light.
- ☐ **Indoor Plants:** Add plants to your workspace to improve air quality and reduce stress.
- ☐ **Read Books:** Read books that inspire and motivate you.
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Stress Management Technique Practiced	Effectiveness
e.g., Stretching for 5 minutes	It reduced muscle tension and improved my mood.

Mindfulness Exercises

Mindfulness can help reduce stress, improve focus, and enhance overall well-being. Choose one or more mindfulness exercises to practice throughout the day. Describe your experience and how it impacted you.

1. Deep Breathing:

Sit comfortably, close your eyes, and take slow, deep breaths. Inhale through your nose for a count of four, hold for four, and exhale through your mouth for four. Repeat for 5 minutes.

- How did this exercise make you feel?

2. Body Scan:

Lie down or sit comfortably. Close your eyes and bring your attention to different parts of your body, starting from your toes and moving up to your head. Notice any tension or sensations without judgment. Spend about 10 minutes on this exercise.

- How did this exercise make you feel?

3. Mindful Eating:

Choose a snack or meal. Eat slowly, paying attention to the taste, texture, and smell of the food. Notice the sensations of chewing and swallowing.

- How did this exercise make you feel?

4. Five Senses Exercise:

Take a few minutes to focus on your surroundings using your five senses. Identify five things you can see, four things you can touch, three things you can hear, two things you can smell, and one thing you can taste.

- How did this exercise make you feel?

5. Gratitude Meditation:

Sit comfortably and close your eyes. Reflect on three things you are grateful for. Visualize each one and notice the feelings of gratitude. Spend about 5 minutes on this exercise.

- How did this exercise make you feel?

6. Mindful Walking:

Go for a walk, paying attention to each step. Notice the sensation of your feet touching the ground, the movement of your legs, and your breath. Focus on the sights, sounds, and smells around you.

- How did this exercise make you feel?

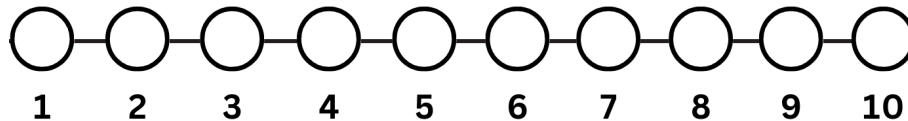
Mental Health Check-In

By reflecting on your thoughts, feelings, and behaviors, you can identify areas where you may need support and take proactive steps to maintain your well-being.

1. Describe your current mood in one or two words.

Example: "Anxious, Content"

2. Rate your overall mood on a scale of 1 to 10, where 1 is very poor and 10 is excellent.



3. How have you been feeling emotionally over the past week?

4. What emotions have you experienced the most?

5. Have you noticed any changes in your mood? If so, what triggered them?

6. How have you been feeling physically over the past week?

7. Have you been experiencing any physical symptoms related to stress or anxiety?

8. What activities have you engaged in to support your physical health?

9. How connected have you felt to others over the past week?

10. What aspects of your work have been most stressful?

11. What aspects of your work have you enjoyed?

12. What coping strategies have you used to manage stress and anxiety?

13. Which coping strategies have been most effective?

14. What new coping strategies would you like to try?

15. What went well this week in terms of your mental health?

16. What challenges did you face?

17. What steps can you take to improve your mental health next week?

Work-Life Balance

1. List your top priorities in both work and personal life. This will help you focus on what matters most.

Work Priorities:

Example: "Complete project deadlines, attend team meetings."

Personal Priorities:

Example: "Spend quality time with family, exercise regularly."

2. Establish clear boundaries between work and personal time to prevent overlap and maintain balance. The following are some suggestions. Check off the ones that may be helpful or add more to the list:

Work Boundaries:

- ☐ Define and stick to specific work hours each day.
- ☐ Reserve weekends for rest and personal activities.
- ☐ Take a 10-minute break every hour.
- ☐ Work only in a designated area at home.
- ☐ Avoid working beyond your scheduled hours.
- ☐ Disable work notifications outside of work hours.
- ☐ Take a full lunch break away from your desk.

- ☐ Create a routine to signal the end of your workday.
- ☐ Do not check or respond to work emails after work hours.
- ☐ Incorporate at least 30 minutes of exercise into your daily routine.
- ☐ Inform colleagues and supervisors of your work hours and availability.
- ☐ Keep certain areas of your home (like the bedroom) free of work-related items.
- ☐ Focus on high-priority tasks during work hours.
- ☐ Delegate tasks when possible to avoid overburdening yourself.
- ☐ Focus on one task at a time to increase productivity and reduce stress.
- ☐ Set clear expectations with clients regarding your availability.
- ☐ Use physical boundaries like a closed door to signal work time.
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Personal Boundaries:

- ☐ Restrict social media use to specific times of the day.
- ☐ Dedicate evenings to family activities and avoid work-related tasks.
- ☐ Communicate the need for personal space when feeling overwhelmed.
- ☐ Set aside specific times for physical activity.
- ☐ Schedule regular alone time to recharge.
- ☐ Learn to say no to commitments that overwhelm or don't serve you.
- ☐ Set boundaries around junk food and maintain a balanced diet.
- ☐ Establish and maintain a regular sleep schedule.
- ☐ Set and adhere to a budget to manage finances.

- ☐ Prioritize tasks and activities that align with your energy levels.
- ☐ Only engage in respectful and mutually beneficial relationships.
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

3. Identify ways to integrate work and personal life without compromising on either. The following are some suggestions. Check off the ones that may be helpful or add more to the list:

- ☐ Start work earlier to have the afternoon free for family activities.
- ☐ Use lunch breaks for a quick workout or a walk with family.
- ☐ Create a separate home office to mentally separate work from personal life.
- ☐ Negotiate flexible work hours to accommodate personal commitments.
- ☐ Plan work tasks during kids' nap times or school hours.
- ☐ Work from a café or park to change environments and include leisure.
- ☐ Take work calls or meetings outdoors to combine work with nature.
- ☐ _____
- ☐ _____
- ☐ _____

Overcoming Procrastination

1 Reflect on the past week and identify situations where you procrastinated. Describe the task, your feelings, and any distractions that contributed.

Example: "Task: Completing the project report. Feelings: Overwhelmed and anxious. Distractions: Social media and phone notifications."

2. Analyze your procrastination patterns to understand the underlying causes.

Common Feelings: <i>Example: "Overwhelmed, anxious, bored."</i>	
Common Distractions: <i>Example: "Social media, TV, phone notifications."</i>	
Times of Day: <i>Example: "Late afternoon, evening."</i>	
Task Types: <i>Example: "Complex projects, mundane tasks."</i>	

3. Set clear, achievable goals to stay focused and motivated.

Example: "Complete the project report by Friday."

4. Break down larger tasks into smaller, manageable steps to make them less overwhelming.

Example: "Step 1: Outline the report structure. Step 2: Research and gather data. Step 3: Write and revise the report."

5. Use time management techniques to stay on track and avoid procrastination.

Pomodoro Technique: Work for 25 minutes, then take a 5-minute break. After four sessions, take a longer break.

Time Blocking: Allocate specific blocks of time for focused work on tasks.

Example: "Block 9:00 AM - 11:00 AM for project report work."

Daily To-Do List: Create a daily to-do list with prioritized tasks.

Creating a Productive Workspace

1. Identify a suitable location in your home for your workspace.

2. Plan how you will arrange and organize your workspace. What furniture will you include in your workspace? How will you organize your workspace to keep it tidy and functional?

3. Ensure your workspace is ergonomically designed to prevent strain and injury.

Example: "Adjust the chair so my feet are flat on the floor and my knees are at a 90-degree angle. Ensure the desk height allows my arms to rest comfortably."

4. What ergonomic accessories will you use?

Example: "A keyboard tray, a monitor stand, and a footrest."

5. Create a comfortable and motivating atmosphere with appropriate lighting and decor.

Example: "Natural light, desk lamp with adjustable brightness."

6. What decorative items will you add to make your workspace inviting?

Example: "Plants, artwork, and a vision board."

7. What are the main distractions you need to manage in your workspace?

Example: "Noise from outside, household activities, and phone notifications."

8. How will you minimize these distractions?

Example: "Use noise-canceling headphones, set boundaries with family members, and turn off non-essential notifications."

9. What technology and tools do you need for your workspace?

Example: "A reliable computer, high-speed internet, a printer, and office supplies."

10. How will you keep your technology and tools organized?

Example: "Set up a docking station, use cable management solutions, and keep frequently used items within reach."

11. Reflect on the effectiveness of your workspace and identify areas for improvement.

- How does your workspace impact your productivity and well-being?

- What challenges have you faced with your current workspace setup?

- What adjustments can you make to improve your workspace?

Goal Setting Worksheet

Setting clear, achievable goals can improve your productivity, focus, and overall well-being.

1. Identify specific goals you want to achieve. Break them down into short-term, medium-term, and long-term goals. Make sure your goals are Specific, Measurable, Achievable, Relevant, and Time-bound (SMART).

Example:

- *Specific: "Finish the project report."*
- *Measurable: "Report completed and submitted."*
- *Achievable: "Allocate 2 hours daily to work on the report."*
- *Relevant: "The report is crucial for the upcoming meeting."*
- *Time-bound: "By Friday."*

Short-Term Goals (Within a week)	
Medium-Term Goals (Within a month)	
Long-Term Goals (Within six months to a year)	

2. Reflect on your goals and progress. Answer the questions below to gain insights into your experiences.

- What went well in achieving your goals?

Example: "Staying organized and following the action plan helped me stay on track."

- What challenges did you face?

Example: "Time management was a challenge with unexpected work tasks."

- How did you overcome these challenges?

Example: "Prioritized tasks and adjusted the schedule to accommodate changes."

- What adjustments will you make for future goals?

Time Management Planner

By planning and organizing your tasks, you can improve productivity, reduce stress, and maintain a healthy work-life balance.

1. List your tasks for the day and prioritize them based on importance and urgency.

2. Plan your day by listing tasks and allocating time for each activity. Start with the most important/urgent ones. Include breaks and personal time.

Time	Activity	Notes

3. Reflect on how well you managed your time today. Answer the questions below to gain insights into your time management skills.

- What tasks did you complete today?

- What tasks were left incomplete?

- What challenges did you face in managing your time?

- How did you overcome these challenges?

- What can you improve for tomorrow?

Coping with Isolation

1. Reflect on your feelings of isolation and describe them in detail. How have you been feeling over the past week?

2. What specific situations or moments made you feel isolated?

Example: "Working late at night without any interaction with others."

3. How do these feelings of isolation impact your overall well-being?

4. How often do you communicate with colleagues or friends virtually?

5. Who can you schedule regular check-ins with to stay connected?

6. How often will you schedule these check-ins?

7. What virtual or safe in-person social activities can you participate in?

8. What creative activities can you engage in to boost your mood?

9. Reflect on your feelings of isolation and the effectiveness of your strategies to stay connected.

- What strategies have been most effective in reducing your feelings of isolation?

- What challenges have you faced in staying connected?

- How have you overcome these challenges?

- What new strategies can you try to improve your sense of connection?

Self-Compassion Exercises

1. How do you usually talk to yourself when you make a mistake or face a challenge?

2. How would you talk to a friend who made the same mistake or faced the same challenge?

3. What differences do you notice between how you treat yourself and how you treat others?

4. Self-Kindness Exercises: Practice exercises that promote self-kindness. Describe your experience and how it made you feel.

Exercise 1: Positive Self-Talk

- Replace self-critical thoughts with kind and supportive statements.
Write down a self-critical thought and then reframe it in a positive way.

Example:

- *"Self-Critical Thought: 'I can't believe I messed up that presentation.'*
- *Positive Self-Talk: 'Everyone makes mistakes. I'll learn from this and do better next time.'"*

- Self-Critical Thought: _____

- Positive Self-Talk: _____

Exercise 2: Self-Compassionate Letter

- Write a letter to yourself offering compassion and understanding.

Address the letter as if you were speaking to a dear friend.

5. Reflect on your shared humanity. What common challenges or struggles do you share with others?

Example: "Dealing with work stress, feeling overwhelmed, and making mistakes."

6. How does recognizing that others share similar challenges help you feel more connected and less isolated?

7. Practice mindfulness exercises to stay present and non-judgmental. Describe your experience and how it made you feel.

Exercise 1: Mindful Breathing

- Spend 5 minutes focusing on your breath. Notice the sensation of the breath entering and leaving your body without trying to change it.

- How did this exercise make you feel?

Exercise 2: Body Scan

- Spend 10 minutes doing a body scan. Start at your toes and slowly move up to your head, noticing any sensations or tension without judgment.

- How did this exercise make you feel?

Identifying & Managing Burnout

1. Burnout can be a significant issue for those working from home, where the boundaries between work and personal life can blur. Review the list of common symptoms below and place a checkmark next to any that you relate to or add any additional symptoms that may not be listed.

- ☐ "I feel emotionally drained and unable to cope with my daily tasks."
- ☐ "I frequently experience headaches, stomach problems, or other physical issues."
- ☐ "I have noticed a decline in my work performance and productivity."
- ☐ "I feel detached and disengaged from my work."
- ☐ "I am more irritable and impatient with colleagues, family members, or friends."
- ☐ "I struggle to find motivation to start or complete work tasks."
- ☐ "I feel like I'm not accomplishing anything worthwhile at work."
- ☐ "I have a negative or cynical attitude towards my work and colleagues."
- ☐ "I have lost interest in activities I used to enjoy, both at work and in my personal life."
- ☐ "I feel isolated and disconnected from my team and social circle."
- ☐ "I constantly worry about work, even during my personal time."
- ☐ "I find less satisfaction and fulfillment in my work than I used to."
- ☐ "I have trouble concentrating and staying focused on my tasks."
- ☐ "I feel physically exhausted, even after a full night's sleep."
- ☐ "I feel trapped in my job and unsure how to improve my situation."
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

2. Review the list of common burnout triggers below and place a checkmark next to any that you think are contributing to your burnout or add any additional triggers that may not be listed.

- ☐ Difficulty separating work from personal life.
- ☐ Having too many tasks or responsibilities.
- ☐ Uncertainty about what is expected in terms of job performance and responsibilities.
- ☐ Feeling powerless over work-related decisions and lacking autonomy in tasks.
- ☐ Insufficient tools, information, or support to perform job duties effectively.
- ☐ Feeling socially isolated due to limited interaction with colleagues and team members.
- ☐ Ineffective communication from management or team members, leading to misunderstandings and frustration.
- ☐ Persistent pressure to meet tight deadlines or high performance standards.
- ☐ Engaging in repetitive or unstimulating tasks, leading to boredom and disengagement.
- ☐ Setting or facing unattainable goals or standards.
- ☐ Feeling unappreciated or undervalued despite hard work and dedication.
- ☐ Irregular or extended work hours.
- ☐ Not taking adequate breaks throughout the day to rest and recharge.
- ☐ Managing household responsibilities and interruptions while trying to work.
- ☐ Concerns about job stability and future employment prospects.
- ☐ Dealing with technical issues or relying heavily on technology.

- ☐ Feeling stuck in a role with no opportunities for growth or advancement.
- ☐ Dealing with health problems, either physical or mental, that interfere with work performance.
- ☐ Worrying about personal finances and the impact on overall well-being.
- ☐ Limited access to a support network of friends, family, or colleagues to share concerns and seek advice.
- ☐ Juggling multiple roles and responsibilities, such as caregiving and work tasks.
- ☐ Dealing with ongoing conflicts or tensions with colleagues or supervisors.
- ☐ Striving for perfection in every task, leading to excessive stress and disappointment.
- ☐ Taking on too many projects or agreeing to more than can be reasonably managed.
- ☐ Adjusting to changes in the work setup, such as transitioning to remote work or new tools and processes.
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

3. Have you experienced burnout in the past? If so, how did it manifest?

Example: I felt completely exhausted and unmotivated.

4. What coping mechanisms do you currently use to manage stress?

Example: I try to take short breaks and practice deep breathing, but it doesn't always help.

5. How can you incorporate regular breaks into your workday?

Example: I will set a timer to remind myself to take a 5-minute break every hour.

6. What steps can you take to establish clear boundaries between work and personal life?

Example: I will create a dedicated workspace and set specific work hours.

7. Who can you reach out to for support and to talk about your stress?

Example: I will talk to my partner about my stress and seek advice from a mentor.

8. How can you improve your home workspace to make it more comfortable and productive?

Example: I will declutter my desk, invest in an ergonomic chair, and ensure good lighting.

9. How can you incorporate healthy habits into your daily routine to support your well-being?

Example: I will start exercising for 30 minutes a day and make sure I eat balanced meals.

Financial Stress & Job Insecurity

1. How would you describe your current financial situation?

2. What specific financial concerns do you have?

3. How does financial stress affect your daily life and well-being?

4. Do you have a budget or financial plan in place? If not, why?

5. Are you dealing with significant debt? How does this impact you?

6. Do you have a support system for financial advice or assistance?

7. How secure do you feel in your current job role?

8. How effectively does your company communicate about job security and future plans?

9. Are there industry trends that contribute to your job insecurity?

10. Do you have opportunities for career growth and development in your current role?

11. Have you experienced financial stress or job insecurity in the past? How did you cope?

12. What strategies do you currently use to manage financial stress and job insecurity?

13. What steps can you take to create or improve your budget?

Example: I will track my expenses for a month and use a budgeting app to create a realistic budget.

14. How can you start or grow an emergency fund?

Example: I will set up automatic transfers to a savings account to build an emergency fund gradually.

15. What strategies can you use to manage and reduce your debt?

Example: I will prioritize paying off high-interest debt and seek advice from a financial counselor.

16. What skills can you develop to enhance your job security?

Example: I will take online courses to improve my technical skills and stay relevant in my field.

Digital Detox

A digital detox involves taking a break from digital devices to reduce stress, improve focus, and enhance overall well-being.

1. How many hours per day do you spend on digital devices (e.g., computer, smartphone, tablet)?

2. What are the main activities you use digital devices for (e.g., work, social media, entertainment)?

3. How does your digital device usage affect your physical and mental health?

Example: "Eye strain, difficulty sleeping, increased stress."

4. Define your goals for the digital detox. What are your main reasons for wanting to do a digital detox?

5. Create a plan for your digital detox, including specific activities and timeframes. How long will your digital detox last (e.g., a day, a weekend, a week)?

6. What activities will you engage in during your digital detox to replace screen time?

Example: "Reading, spending time outdoors, practicing hobbies, exercising."

7. How will you minimize the use of digital devices for work-related tasks?

Example: "Set specific times for checking emails, use paper for note-taking, and schedule face-to-face or phone meetings."

8. Establish boundaries to reduce digital device usage during and after your detox. The following are some suggestions. Check off the ones that may be helpful or add more to the list:

- ☐ **Scheduled Screen Time:** Allocate specific times for checking emails and social media.
- ☐ **No Devices During Meals:** Avoid using digital devices during breakfast, lunch, and dinner.
- ☐ **Screen-Free Bedroom:** Keep digital devices out of the bedroom to promote better sleep.
- ☐ **Tech-Free Mornings:** Start your day without immediately checking your phone or computer.
- ☐ **Limit Social Media:** Set a daily time limit for social media usage.

- ☐ **Work Hours Only:** Use devices for work purposes only during designated work hours.
- ☐ **Turn Off Notifications:** Disable non-essential notifications on your devices.
- ☐ **One Screen at a Time:** Avoid using multiple screens simultaneously (e.g., watching TV while scrolling on your phone).
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

9. What immediate actions will you take to begin your digital detox (e.g., turning off notifications, setting an out-of-office message)?

Example: "Turn off notifications, set an out-of-office message, inform friends and family."

10. How will you stay accountable to your digital detox goals?

Example: "Track my progress in a journal, share my goals with a friend for support."

11. Reflect on the impact of your digital detox. How did you feel during and after your digital detox?

12. What challenges did you face during your digital detox?

13. What benefits did you notice from your digital detox?

Physical Wellness

1. Daily Stretch Routine

Perform each stretch for 30 seconds to 1 minute. Repeat 2-3 times daily.

- **Neck Stretch:** Gently tilt your head towards your shoulder, hold, then switch sides.
- **Shoulder Roll:** Roll your shoulders forward and backward.
- **Arm Stretch:** Stretch one arm across your chest, hold, then switch arms.
- **Back Stretch:** Sit or stand, arch your back and hold, then round your back and hold.
- **Leg Stretch:** Sit and reach for your toes, hold, then slowly rise.

2. Desk Exercises

Perform these exercises at your desk to stay active throughout the day.

- **Seated Leg Lifts:** Lift one leg, hold for a few seconds, then lower. Repeat with the other leg.
- **Desk Push-Ups:** Place hands on your desk, step back, and perform push-ups.
- **Seated Marching:** March in place while seated.
- **Wall Sits:** Lean against a wall, slide down until knees are at a 90-degree angle, and hold.
- **Calf Raises:** Stand and rise onto your toes, then lower.

3. Posture Check

Use these tips to maintain good posture while working.

- Sit up straight with your back against the chair.
- Keep feet flat on the floor.
- Adjust your monitor so the top is at or just below eye level.
- Keep your keyboard and mouse close to avoid reaching.
- Take breaks to stand and move every 30 minutes.

4. Eye Strain Relief

Follow these exercises and tips to reduce eye strain.

- **20-20-20 Rule:** Every 20 minutes, look at something 20 feet away for 20 seconds.
- **Blink Regularly:** Remind yourself to blink to keep eyes moist.
- **Palming:** Rub your hands together to warm them, then place them over your closed eyes for a few minutes.
- **Adjust Screen Brightness:** Ensure your screen brightness matches the surrounding light.
- **Use Blue Light Filters:** Apply filters to reduce blue light exposure.

5. Hydration Tracker

Track your daily water intake to ensure proper hydration.

- **Goal:** Aim for 8 cups (64 ounces) of water daily.

6. Ergonomic Workspace Setup

Adjust your workspace for comfort and productivity.

- **Chair: Choose** a chair with good lumbar support.

- **Desk:** Ensure your desk is at the right height to keep arms at a 90-degree angle.
- **Monitor:** Position the monitor at eye level.
- **Keyboard and Mouse:** Place them close to avoid reaching.
- **Footrest:** Use a footrest if your feet don't comfortably touch the floor.

7. Microbreak Activities

Incorporate short breaks into your day to stay energized.

- **5-Minute Walk:** Walk around your home or outside.
- **Breathing Exercises:** Practice deep breathing for a few minutes.
- **Light Stretching:** Perform a quick stretch routine.
- **Hydration Break:** Drink a glass of water.
- **Mental Break:** Close your eyes and visualize a peaceful scene.

2026 Clinical Alignment

DSM-5-TR (including Sept. 2025 update) · ICD-11 CDDR / 2026 MMS

Classification status

- DSM-5-TR: No diagnosis under this title · not a DSM-5-TR diagnosis
- ICD-11 CDDR: · not an ICD-11 mental disorder diagnosis
- This workbook is non-diagnostic. A title, checklist, or completed activity never establishes a diagnosis.

Pages requiring the updated interpretation

- The audit identified source pages 1, 2, 3, 4, 7, 9, 10, 11, 13, 14, 15, 16, 17, 18, 19, 25, 32, 33, 34, 35, 38, 42, 43, 44, 48, 49. The statements below supersede incompatible diagnostic, scoring, safety, or resource wording on those pages.

Diagnostic and differential limits

- Do not infer a disorder from worksheet endorsement. Assess duration, severity, distress or impairment, medical/substance causes, cultural context, and relevant differentials when symptoms warrant evaluation.

Document-specific corrections

- Avoid treating remote-work preferences or difficulties as a mental disorder.
- Differentiate isolation, fatigue, procrastination, and burnout from depression, anxiety, ADHD, sleep disorder, caregiving load, disability, unsafe work, and inadequate equipment.
- Qualify physical-wellness and workspace advice for disability, pain, pregnancy, sensory needs, housing limits, and employer accommodation duties.
- Do not frame digital detox or rigid routines as universally appropriate; preserve accessibility and on-call/job requirements.

Measures, scoring, and permissions

- Pages [1, 3, 4, 15, 25, 35]: identify each measure and rights holder; verify intended population, reliability/validity, scoring and cutoffs, reproduction permission, and current license. If these are author-created items, label them informal, remove diagnostic cutoffs, and do not claim validation.

Intervention scope and contraindications

- Pages [2, 11, 42, 48]: require topic-qualified clinical review for consent, readiness, contraindications, escalation thresholds, and whether clinician-guided use is necessary.

Crisis and current resources

- CDC/NIOSH worker stress and burnout information; employer EAP and jurisdiction-specific accommodation resources.

Authoritative references

- <https://www.psychiatry.org/psychiatrists/practice/dsm>
- <https://www.who.int/publications/i/item/9789240077263>
- <https://www.cdc.gov/niosh/healthcare/risk-factors/stress-burnout.html>
- <https://www.psychiatry.org/psychiatrists/practice/dsm/updates-to-dsm/updates-to-dsm-5-tr-criteria-text>
- <https://icd.who.int/browse/2026-01/mms/en>
- <https://988lifeline.org/>