

PREPARED FOR

Manas – Center for Mental Wellness & Counselling

Sachetana – Corporate Digital Wellness Programme

Reclaiming Productivity from Digital Distraction

Presented by Dr. Priya Dubey Sharma

Manas – Center for Mental Wellness & Counselling

UDYAM-MP-10-0120839



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Programme Overview

In today's hyper-connected world, the average Indian employee checks their phone over 150 times daily, fragmenting attention and impacting productivity. This programme equips individuals and organisations with practical strategies to reclaim focus, enhance well-being, and foster a healthier relationship with digital technology, turning attention into a competitive advantage.

Learning Objectives

- ✓ Understand the neurological basis of attention and how digital distractions interfere with deep work, enabling participants to better manage their focus in demanding professional environments.
- ✓ Identify the psychological principles behind smartphone design that foster habitual usage, empowering participants to make conscious choices about their digital engagement.
- ✓ Recognise the tangible costs of constant connectivity on cognitive performance and work quality, motivating participants to adopt more mindful technology habits for enhanced productivity.
- ✓ Learn the core principles and techniques of the Sachetana Method, a structured approach to digital wellness that participants can integrate into their daily routines for sustained improvement.
- ✓ Explore how organisational policies and cultural norms influence digital habits, enabling participants to contribute to creating a supportive and productive digital work environment.

WHO SHOULD ATTEND

This programme is designed for all employees within an organisation, with particular relevance for knowledge workers who rely heavily on sustained focus and cognitive performance.

Programme Content

1. The Science of Attention and Digital Distraction

This section delves into the fascinating neuroscience of human attention, explaining how our brains are wired for focus but are easily hijacked by the constant barrage of digital stimuli. We will explore the detrimental effects of frequent task-switching and interruptions on cognitive function, creativity, and decision-making. Understanding these mechanisms is crucial for recognising why digital distractions are so pervasive and how they erode our capacity for deep, meaningful work. Participants will learn to identify their personal attention triggers and understand the physiological impact of digital overload on their overall well-being.

 **Activity: Individual reflection: Identify top 3 digital distractions during work hours.**

2. How Smartphones Are Redesigned to Hook Us

Discover the intentional design choices embedded in our smartphones and apps that exploit psychological principles to keep us engaged, often beyond our conscious intent. We will examine concepts like variable rewards, social validation loops, and notification strategies that create powerful, habit-forming cycles. By understanding these 'persuasive technologies', participants can develop a more critical perspective on their own usage patterns. This knowledge empowers individuals to make informed decisions about how they interact with their devices, rather than being passively influenced by their design.

 **Activity: Group discussion: Share examples of app features that feel designed to be addictive.**

3. The Cost of Constant Connectivity: Deep Work vs. Shallow Work

This module highlights the critical distinction between deep work, which requires sustained, uninterrupted concentration and leads to high-value output, and shallow work, which is often reactive and easily performed while distracted. We will analyse how the pressure of constant connectivity blurs this line, leading to a decline in the quality and quantity of meaningful accomplishments. Participants will gain insights into the significant personal and professional costs associated with prioritizing responsiveness over focused effort, and learn to assess their own work patterns.

 **Activity: Paired activity: Discuss strategies to carve out dedicated deep work time during the day.**

4. The Sachetana Method: A Framework for Digital Well-being

Introducing the Sachetana Method, a comprehensive, evidence-based 10-session programme designed to foster a balanced and intentional relationship with technology. This section provides an overview of the method's core principles, including mindful usage, digital boundaries, and attention restoration techniques. Participants will be introduced to practical tools and exercises that can be easily integrated into their daily lives to reduce digital dependency and enhance overall mental clarity. The goal is to equip individuals with a sustainable approach to digital wellness.

 **Activity: Individual exercise: Draft one personal digital boundary for the upcoming week.**

5. Organisational Digital Culture: Policies That Help, Not Hinder

This section focuses on the collective responsibility of creating a work environment that supports digital well-being rather than exacerbating digital overload. We will explore the impact of organisational policies, communication norms, and leadership practices on employee attention and stress levels. Participants will learn to identify the characteristics of a healthy digital culture and discuss strategies for implementing supportive policies, such as clear guidelines on email response times or promoting 'no-meeting' blocks. Fostering such a culture benefits both individual employees and overall organisational effectiveness.

 **Activity: Small group brainstorming: Suggest one policy change to improve digital culture in their team.**

6. Building Sustainable Digital Habits

This final section synthesizes the learnings from previous modules, focusing on the practical application of creating lasting, positive changes in digital behaviour. We will discuss strategies for habit formation, relapse prevention, and leveraging social support systems within the workplace. Participants will be encouraged to set realistic goals and develop personal action plans for managing their digital lives more effectively. The aim is to empower individuals to move beyond temporary fixes towards sustained improvements in focus, productivity, and overall well-being.

 **Activity: Individual commitment: Write down one sustainable digital habit to practice daily.**



Action Plan

Concrete steps for implementation.

Action	Owner	Timeline	Notes
Communicate programme benefits to all employees and encourage participation.	HR/Manager	Week 1	Emphasize the link between digital well-being and productivity gains.
Schedule and promote the 'Sachetana' programme sessions across departments.	HR	Month 1	Ensure diverse timing options to accommodate different schedules.
Encourage managers to discuss digital focus and well-being in team meetings.	Manager	Week 2	Provide managers with talking points and resources.
Review and update internal communication policies regarding response times.	HR	Month 1	Establish clear expectations for email and messaging platforms.
Identify and share resources on digital wellness tools and techniques with employees.	HR/Manager	Month 2	Curate a list of recommended apps and browser extensions.
Incorporate digital well-being into the organisational culture and leadership communication.	Leadership	Quarter 1	Champion healthy digital practices from the top down.

About Manas



Dr. Priya Dubey Sharma

Founder & Consulting Psychologist | Applied, Organizational & Behavioural Psychologist | PhD | 18+ Years

Dr. Priya Dubey Sharma brings 18+ years of applied psychology to corporate wellness. She has worked with SBI, educational institutions, and corporate teams across India. Her evidence-based approach combines CBT, mindfulness, and culturally contextualised psychology for measurable outcomes. She is the creator of the Performance FOMO Index™ and the High-Functioning Distress Framework™.

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Disclaimer: This document has been prepared by Dr. Priya Dubey Sharma – Founder & Consulting Psychologist (Applied, Organizational & Behavioural Psychologist, PhD, 18+ years), Manas – Center for Mental Wellness & Counselling (UDYAM-MP-10-0120839). Content is for programme overview and educational purposes only. Nothing herein constitutes legal advice regarding POSH Act compliance – organisations should consult qualified legal counsel for specific legal guidance. For clinical or psychological support, please reach out to the Manas Team for personalised guidance, or consult a qualified Psychiatrist or licensed mental health professional. © 2026 Manas – Center for Mental Wellness & Counselling. All rights reserved. Confidential – prepared specifically for the named organisation. For queries: manu@manas365.com | +91 99818 13224