

# TIPS ON MANAGING YOUR PHONE



## Use 'Do Not Disturb'

When settling into important tasks such as study or deep work.

Remember you can change the settings to make sure you still receive emergency calls!

## Review 'Screen Time'

Check your screen time in settings and review the apps that you use often. This is a great way to see what apps you may use too much! To check, go to:

**Settings > Screen Time > See All Activity**

Remember, you can change the settings to set timers on the apps you want to use less. Like social media, streaming services and more!

## Home Screen Layout

Streamline the layout of your home screen. Delete apps that you use too often or make them harder to access, particularly during busy work periods. To do this:

**Press and hold on the app icon >  
Edit home screen >  
Click the app you wish to remove**

Remember, if an app is deleted, it's not gone forever! Just re-download it again when you are ready.

## Remove the Distraction

Sometimes we need to remove the distraction altogether.

Next time you go to study or complete deep work, leave your phone in another room or in your bag.

Remember, no one is perfect!

