

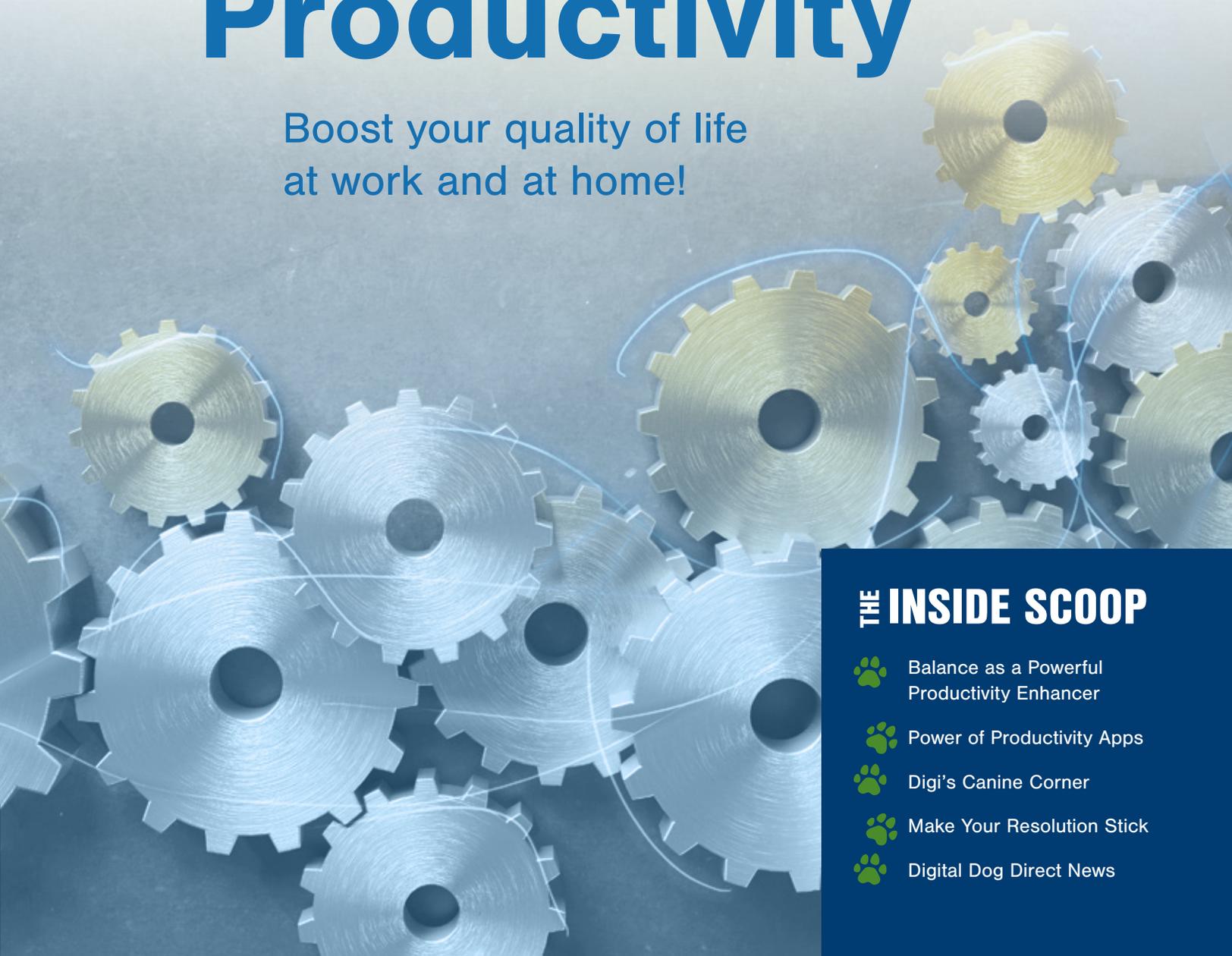
WINTER 2020  
ISSUE 6

# DIGITAL DOG DIGEST



## POWERFUL Productivity

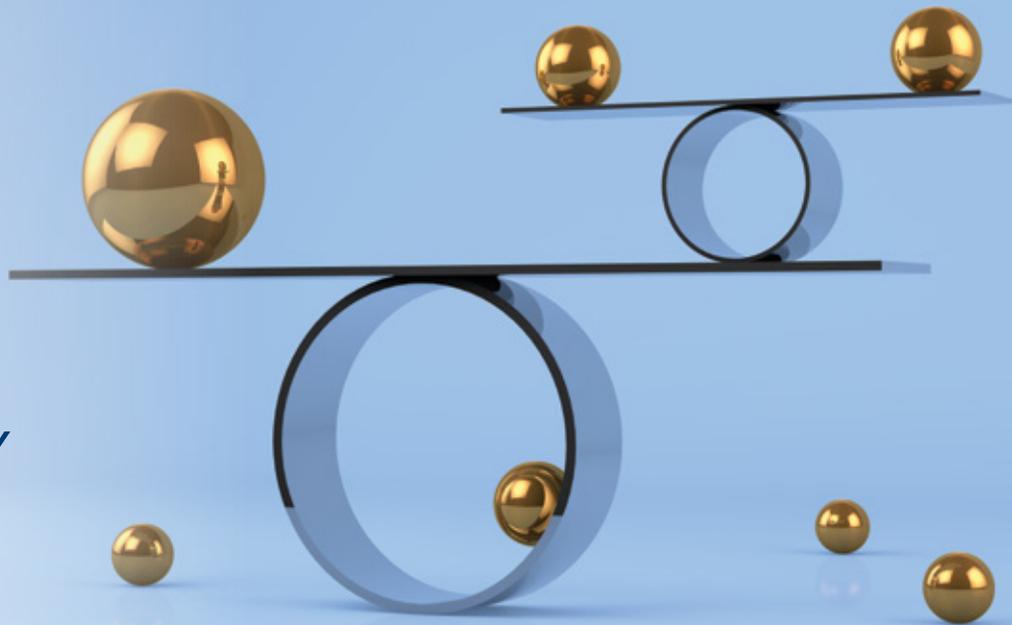
Boost your quality of life  
at work and at home!



### THE INSIDE SCOOP

-  Balance as a Powerful Productivity Enhancer
-  Power of Productivity Apps
-  Digi's Canine Corner
-  Make Your Resolution Stick
-  Digital Dog Direct News

# WHY BALANCE IS THE MOST POWERFUL PRODUCTIVITY ENHANCER



From laptops to mobile devices to the cloud, technology allows you to work from anywhere and be more productive. But it's important to recognize that other things influence productivity, like your health and your quality of life outside the office.

In other words, it's difficult to be productive at work when you allow other areas of your life to suffer. This isn't productive. It's counterproductive.

The concept of holistic productivity says to look at the big picture, as an individual or an organization, to be more effective and achieve your goals. Career, money, family, friends, physical and mental health, and recreational activities need to be taken into consideration to strike the right balance.

That balance is the most powerful productivity enhancer.

When you experience positive change in one area of your life or business, that positivity is felt in other areas. As a result, you shouldn't feel pressure to "fix" everything at once. A positive shift in one area will have a positive downstream effect. Of course, the opposite is true when one area of your life or business takes a turn for the worse.

One of the keys to mastering holistic productivity is rethinking the role technology plays in your life. Some people are so afraid of missing emails, texts and notifications that they claim to feel their phone vibrate when it's not. This sensation has become so prevalent that it has a name – phantom vibration syndrome.

If technology is dictating how you approach every aspect of life, it's probably contributing more to stress than productivity. In this case,

technology is an unhealthy obsession. Smartphones can run nonstop with the occasional recharge, but the human body needs to power down regularly. If the body isn't allowed to rest, recover, and return to full power, it's virtually impossible to strike the right balance and maximize productivity.

The key to finding that balance is to reexamine what you do, why you do it, how you do it, and what's most important. This kind of self-assessment helps you refocus on your true purpose and the people and activities that make you happy.

Does technology play a role in making you productive and happy? You bet. But when technology gets bumped down a few spots on your list of priorities, you're much more likely to achieve a healthier, more holistic sense of balance in all areas of life. 🐾

## The POWER of Productivity Apps

Depending on the task at hand, whether at work or at home, there's a productivity app that can help you do it more effectively, in less time, and with less aggravation. Here are three "must have" productivity apps for 2020.

**Any.do.** Create and manage to-do lists, tasks, and notes. Assign tasks and set reminders. Share lists and files. All from a single app. Any.do's voice-entry feature allows you to update and add tasks on the go without slowing down.

**Dashlane.** Dashlane generates strong passwords and syncs them across all your devices. Security is the top priority, with a built-in VPN for secure communication and Dark Web scanning to prevent identity theft.



**Pocket.** Suppose you see an interesting article but don't have time to read it. Pocket allows you to save articles, videos, and other content from any publication, page, or app. Just tap the Pocket icon and that content will be there when you're ready. 🐾

## DIGI'S CANINE CORNER



## TIPS FOR KEEPING PETS SAFE DURING WINTER



Watching out for your pets during cold winter months involves more than dressing them in cute sweaters. You have to account for snow, wind, chemicals, and unusual winter hiding places.

Keep in mind that not all dogs can tolerate the same weather. A dog's tolerance depends on its size, coat,

and age. If it's too cold for you outside, it's probably too cold for your dog!

Of course, you have to let them outside eventually, so wash their paws when they come inside. Salt, sand, deicers, and spilled antifreeze can cause irritation and make dogs sick if they lick their paws. Look for pet-friendly products and use

petroleum jelly or booties to keep paws clean.

Did you know cats often sleep on tires in the wheel wells of cars to keep warm? Honk the horn before you start the car to make sure your pet (or any other animal) isn't taking a dangerous cat nap.

Let's make it a healthy, happy New Year for our pets, too! 🐾

## CHEERS TO **HEALTH** AND **HAPPINESS!** HOW TO MAKE YOUR RESOLUTION STICK

The good news is, the most popular New Year's resolutions focus on making changes that improve one's health and make life more enjoyable. Not surprisingly, the top resolutions involve eating healthier, exercising more, losing weight, saving money, learning a new skill, quitting smoking, reading more, and finding a new job.

The bad news is, a Business Insider survey found that four in five people break their resolutions before the calendar turns to February.

Our recommendation? Set realistic goals and develop a plan. A resolution is a firm decision to do something or not do something. But that decision



alone isn't enough to get you to the finish line.

Goals will help you stay motivated and focused on achieving something

meaningful. A solid plan will help you stay on track and monitor your progress by giving you a blueprint to follow. Happy New Year! 🐾

# DIGITAL DOG DIRECT NEWS

## Halloween 2019...BOO!

This year DDD held a pumpkin decorating contest in addition to their traditional Halloween costume contest.

The art of the pumpkin winners were: Joel for his extra large pumpkin delight burger, Michelle for her animated little “punkin” head doll, and Debi for her green meanie witch pumpkin.

The art of the costume winners were Doug, Debi, Ceil, and Brian.

Time to start working on those ugly sweaters! 



## Holiday Party 2019

The Blooming Grove Inn in Ewing was enlivened by the crew from DDD. Dinner, drinks, and merriment were all on the menu that evening. There were even a couple of Santa’s helpers in the crowd. 

