

MY DIGITAL HABITS REVIEW

Understanding How Technology Affects My Learning

Name:

Date: 8th October 2026

Why am I doing this?

Technology is an important part of university life. It helps us learn, communicate, organise our time and access information. However, some digital habits can make it harder to concentrate, manage time and achieve our goals.

This worksheet will help you reflect on your own digital habits and identify positive changes you can make to support your academic success and wellbeing.

PART 1: SCREEN TIME

Step 1: Check Your Screen Time

Use your phone, tablet, laptop, or app usage reports to estimate your average daily screen time.

My average daily screen time: __4____ hours

What am I using screens for?

Tick all that apply:

✓ Studying

✓ Social media

✓ Messaging

☐ Streaming (Netflix, YouTube etc.)

☐ Gaming

✓ Shopping

☐ News

☐ Other: _____

Reflection

1. **What surprised me most about my screen time?** What surprised me the most about my screen time is how much time I spend on social media.

2. **Which activities take up most of my screen time?**

Chatting to friends on social media or online shopping.

3. **How much of my screen time helps me achieve my academic goals?**

Some of my screen time helps me achieve my academic goals due to using the HWB App that provides me with the relevant materials that helps improve my learning and my development to help me become successful on my course.

Critical Evaluation

Benefits of my current screen use

- ✓ Gaining knowledge that is required for my course
- ✓ Helps me stay connected with my classmates, family and friends
- ✓ Learning new things in different aspects of life

Drawbacks of my current screen use

- △ distractions from my study time
- △ sometimes not always completing set tasks that I have set out
- △ feeling overwhelmed and tired

Overall judgement

Do I think my screen time is helping or hindering my success at university?

I do think that screen time is hindering my success to a certain extent due to regular distractions from apps and different platforms.

PART 2: MULTITASKING HABITS

How often do I multitask while studying?

Circle one number for each statement.

Statement	Never	Rarely	Sometimes	Often	Very Often
I check my phone while studying	1	2	✓	4	5
I switch between multiple tabs/apps	1	2	✓	4	5
I respond to messages during study sessions	1	2	✓	4	5
I watch videos while completing coursework	1	✓	3	4	5
I use social media during study breaks that become longer than planned	1	2	✓	4	5

Reflection

Think of a recent study session.

What was I trying to do?

I was trying to make a start on one of my assessments.

What distractions or additional activities did I engage in?

My family came to visit me, and I became unfocussed due to not seeing them in some time.

Did multitasking help or reduce my productivity? Why?

Multitasking reduced my productivity as it distracted me and delayed me from doing my work that I set out to do.

Critical Evaluation

One strength of my multitasking habits:

One of my strengths of my multitasking habits are having the ability to maintain social connections whilst managing my work.

One weakness of my multitasking habits:

One of my weaknesses of my multitasking habits are becoming easily distracted and less focused due to switching between different tabs which causes poor concentration.

Overall conclusion:

In conclusion the habit of switching between different tasks causes me to lose concentration and that can have an impact on my learning.

PART 3: PROCRASTINATION

Which of the following apply to me?

Tick all that apply.

- ☐ I delay starting assignments.
 - ☐ I leave work until deadlines are close.
 - ☒ I spend time on easier tasks instead of difficult tasks.
 - ☐ I tell myself "I'll start later."
 - ☐ I use social media to avoid studying.
 - ☐ I feel overwhelmed and avoid getting started.
 - ☐ I distract myself when a task becomes difficult.
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Reflection

What tasks do I procrastinate on most?

I procrastinate most on work that I feel unsure of due to a lack of confidence and knowledge which can make me feel overwhelmed and hesitant to begin.

Why do I think I put these tasks off?

I think I put these tasks off when I feel unsure to escape feeling confused or anxious.

How does procrastination affect my grades, stress levels or wellbeing?

Procrastination can affect my grades by putting tasks off which could then result in feeling overwhelmed and stressed.

Critical Evaluation

Complete the sentence:

"My procrastination behaviour is mainly caused by..."

My procrastination behaviour is caused by distractions and a lack of confidence.

"The biggest consequence of these behaviours is..."

My biggest consequence of these behaviours is falling behind with work which will have a negative impact on my work and grades.

PART 4: TECHNOLOGY-RELATED DISTRACTIONS

My Biggest Digital Distractions

List your top 5 distractions.

Rank	Distraction
1	TikTok
2	Facebook
3	Snapchat
4	Talking on the phone
5	Messaging people back on my phone

Reflection

When am I most likely to become distracted?

I am most likely to get distracted whilst using my phone on social media apps and when talking with friends.

Which apps or platforms distract me most often?

The apps or platforms that distract me most are Facebook, TikTok, and Snapchat.

How long does it usually take me to refocus after being distracted?

It can vary.

Critical Evaluation

How do digital distractions affect my learning?

Digital distractions affect my learning whilst using my phone I feel that switching between different apps and checking notifications reduce my ability to focus on my work.

How do digital distractions affect my wellbeing, sleep, or stress levels?

I feel that digital distractions can have a negative impact on my wellbeing, sleep and stress levels as feeling the need to keep checking your phone and notifications can make me feel overwhelmed, I feel it also interferes with my sleeping pattern due to

spending more time on social media than I plan to and I know that less sleep and feeling overwhelmed can make you feel stressed and anxious.

PART 5: ACTION PLAN

My Key Findings

Complete the table below.

Area	What I Learned About Myself
Screen Time	That I spend 4hrs a day on my phone
Multitasking	That I switch between multiple tabs and apps
Procrastination	Sometimes I don't have the confidence or have little knowledge on work which has a negative of my work
Distractions	Social media is a big distraction

One Change I Will Make

My digital habit improvement goal:

My digital habit improvement goal is to spend less time on my phone.

What specific action will I take?

When studying I will put my phone on "Do Not Disturb" mode whilst studying and place it somewhere out of sight so I can't reach for it.

How will I know I have succeeded?

I will know I have succeeded at this as I will be able to concentrate and focus more on my work and be able to complete set tasks.

When will I review my progress?

Date: 28/10.2026

FINAL REFLECTION

Looking at everything I have written, what is the most important thing I have learned about my digital habits?

The most important thing I have learned about my digital habits is that I spend too much time on social media, and it do distract me from a lot of things in my life.

What is one realistic change I can make over the next two weeks to improve my academic performance and wellbeing?

One realistic change I can make over the next two weeks to improve my academic performance and wellbeing would be to spend less time on my phone, place it in another room whilst studying and put it on “Do Not Disturb” mode and put it down at a certain time every evening before I go to sleep so it don’t disturb and interfere with my sleeping pattern and affect my wellbeing.