

## *Mail fra C-level til mellemledere*

Dear [indsæt navn]

The company wants to focus on our use of digital devices and on generating mental strength in our everyday lives. Generating mental strength is not a case of switching off our screens entirely, but about managing our screen time and finding the right balance, so that we control our devices – not the other way round. For this purpose, we want all teams in the company to take part in an exercise to help restore or maintain this balance.

### **Preparation for the balance exercise**

We want you and your team to discuss the use of digital devices in your work. This discussion will help you identify focus areas that you can work on to find a better balance in your employees' screen time. When you have done this, you can challenge each other to stick to the rules you have made.

We have prepared a detailed guide on what you should communicate to your employees in connection with the exercise and a manual on how to facilitate the exercise. You will find all you need in the attachments to this e-mail [vedhæft alle materialer til balanceøvelsen].

### **Before the meeting, remember to:**

- Invite your employees to a workshop on balancing your screen time. We recommend that you set aside one hour for the exercise. We have prepared a ready-to-use manuscript for the meeting notice.
- Download and print the slides, which you can use to order the focus areas according to priority and challenge each other afterwards. You find a slide for each of the three scenarios. As mentioned above, you can also print a version with an undefined scenario, which you can define together.
- Remember post-it pads and pens for all participants.

We hope that you and your team have a useful discussion and reach some valid agreements on how we can improve our work life balance.

Yours sincerely  
HR/CEO