From Digital Overload to Digital Support

My workload experiment and 30-day plan

1 My workload audit

Use generic tasks. Minutes are estimates. Energy: low / medium / high.

Task and cause	Min/week	Energy	Stop / simplify / assist / discuss

2 UNLOAD - build a clear task prompt

Prompt frame: Help me draft [output] for [audience]. Use only [fictional facts]. Keep to [format and constraints]. Flag assumptions and missing information. I will review it.

My chosen task / quality check:

Include setup, prompting, review and corrections when comparing total time.

3 REFLECT - a workload note + Happy Troopers example

Use REFLECT for a pattern and next step. Discuss Happy Troopers separately.

My question / next step:

4 PROTECT - draft a digital-boundary agreement

Routine message window:

Agreed urgent route / exception:

Who needs to agree or support this?

5 My 30-day action plan

Days 1-7: baseline. 8-14: test. 15-21: compare. 22-30: keep, adapt or stop.

Workflow change:

Boundary and support needed:

Review date:

How I will use time recovered:

Track total minutes, output quality and after-hours interruptions. Stop or adapt if effort rises, quality falls or privacy cannot be protected.

6 Feedback on the tools

UNLOAD / REFLECT / PROTECT / none. What would it replace? What adds work?

Privacy: Use fictional examples. No identifiable child or patient information in public AI. Follow local policy and check every output. Personal reflection stays optional and private.

Resources + optional email signup: education.vanthroo.technology