### Info sheet1

**What is technostress, and what types are there?**

Technostress refers to the stressful state or strain that can arise from using information technology (IT) and digital devices. It occurs when individuals have difficulty coping with technology's demands, changes, or adverse effects.

Types:

* Information overload: constant access to a wealth of information and the need to process it can be overwhelming.
* Multitasking: Trying multiple tasks simultaneously on digital devices can lead to stress and reduced productivity.
* Incessant connectivity: Constant accessibility via email, social media, and messaging services can lead to a feeling of being constantly busy and unable to unwind.
* Digital distractions: Constantly surfing the internet, checking social media, or playing online games can affect concentration and cause stress.
* Fear of technological change: The constant evolution of technology and software can cause uncertainty and anxiety about adapting.
* Privacy and security concerns: Concerns about the security of personal information in the digital space can cause stress.
* Working from home: The increased use of technology in the home office can merge work and home life, which can also cause stress.

Reducing technostress requires conscious action and strategies to counteract the adverse effects of information technology (IT) and digital devices. Here are some tips for reducing technostress:

* Set boundaries: Set clear limits on using digital devices and social media. Limit screen time and take regular breaks.
* Remove distractions: Reduce the number of notifications on your device and turn off notifications for non-urgent apps and emails. This helps to minimize interruptions.
* Time management: Plan your online activities and tasks. Prioritize and use time management techniques to increase your efficiency.
* Digital detox: Consider regular "digital detox" periods where you abstain entirely from digital devices to relax and de-stress.
* Technology-free zones: Create areas in your home or workplace where digital devices are not allowed to create a separation between work and play.
* Prioritize offline interactions: Invest time in face-to-face meetings with friends and family to strengthen social connections and reduce feelings of isolation.
* Self-reflection: Rethink your attitudes and habits when using technology. Ask yourself whether you need specific apps or online activities or whether they cause more stress.
* Technological literacy: Improve your technology skills to increase confidence and efficiency and reduce technology-related insecurities.
* Stress Management Techniques: Learn stress management techniques such as meditation, breathing exercises, and relaxation techniques to reduce stress levels.
* Self-discipline: Train your self-control and self-discipline to stay away from digital distractions and encourage focus on essential tasks.
* Seek support: If you are struggling to cope with technostress, don't hesitate to seek professional help or support from friends and family.

**Techniques to Manage Emotions in Technostress:**

1. **Developing Emotional Intelligence:**
   * Understanding one's emotions and how they influence behavior and performance is crucial. Emotional intelligence enables the recognition, understanding, and appropriate response to emotions.
2. **Being Mindful:**
   * Mindfulness exercises help focus on the present moment and alleviate stress. This can be achieved through meditation, breathing exercises, or simply being conscious and relaxed during the workday.
3. **Scheduling Breaks:**
   * Regular breaks during the workday allow for stress reduction and emotional stabilization. Utilize these breaks to rejuvenate, take deep breaths, and relax.
4. **Setting Boundaries:**
   * Establish boundaries for technology use, including work hours and availability for professional communication. This helps avoid excessive stress and protects personal time.
5. **Setting Priorities and Organizing:**
   * Adequate time and task management techniques reduce work pressure and alleviate overwhelming feelings. List tasks, set priorities, and schedule buffer times.
6. **Self-Reflection:**
   * Take a moment to reflect on your habits and reactions to technology and work demands. Identify areas for improvement.

**What are Emotions?**

Emotions are reactions that influence our experiences and behavior. They are brief, situational, and object-oriented. Emotions affect our facial expressions and nonverbal behavior. Additionally, they influence our information processing. Emotions also serve as motivators; for example, if we experience joy in an activity, it becomes easier for us to continue.

**What Emotions Exist?**

There are both negative and positive emotions. Negative emotions include fear, anger, disgust, sadness, tension, oppression, melancholy, and exhaustion. Positive emotions encompass joy, satisfaction, relaxation, cheerfulness, and alertness.

**What is emotion management?**

Emotion management refers to the skills and strategies people use to control and regulate their own emotions and respond appropriately to the feelings of others. This process includes various aspects such as recognizing, understanding, and expressing feelings appropriately.

**Here are some critical components of emotion management:**

Emotional Awareness: the ability to notice and understand one's feelings and the feelings of others. This includes identifying specific emotions and understanding their causes and effects.

Emotion regulation: The techniques and strategies used to control the intensity and duration of emotional reactions. This can include calming intense emotions, reinforcing positive feelings, or redirecting feelings into more productive channels.

Adequate emotional expression: The ability to express emotions in a way that is socially appropriate and suitable for the situation. This includes knowing when and how to show emotions in different social contexts.

Empathy: The ability to recognize and respond appropriately to the emotions of others. Empathy helps to strengthen relationships and avoid or resolve conflicts.