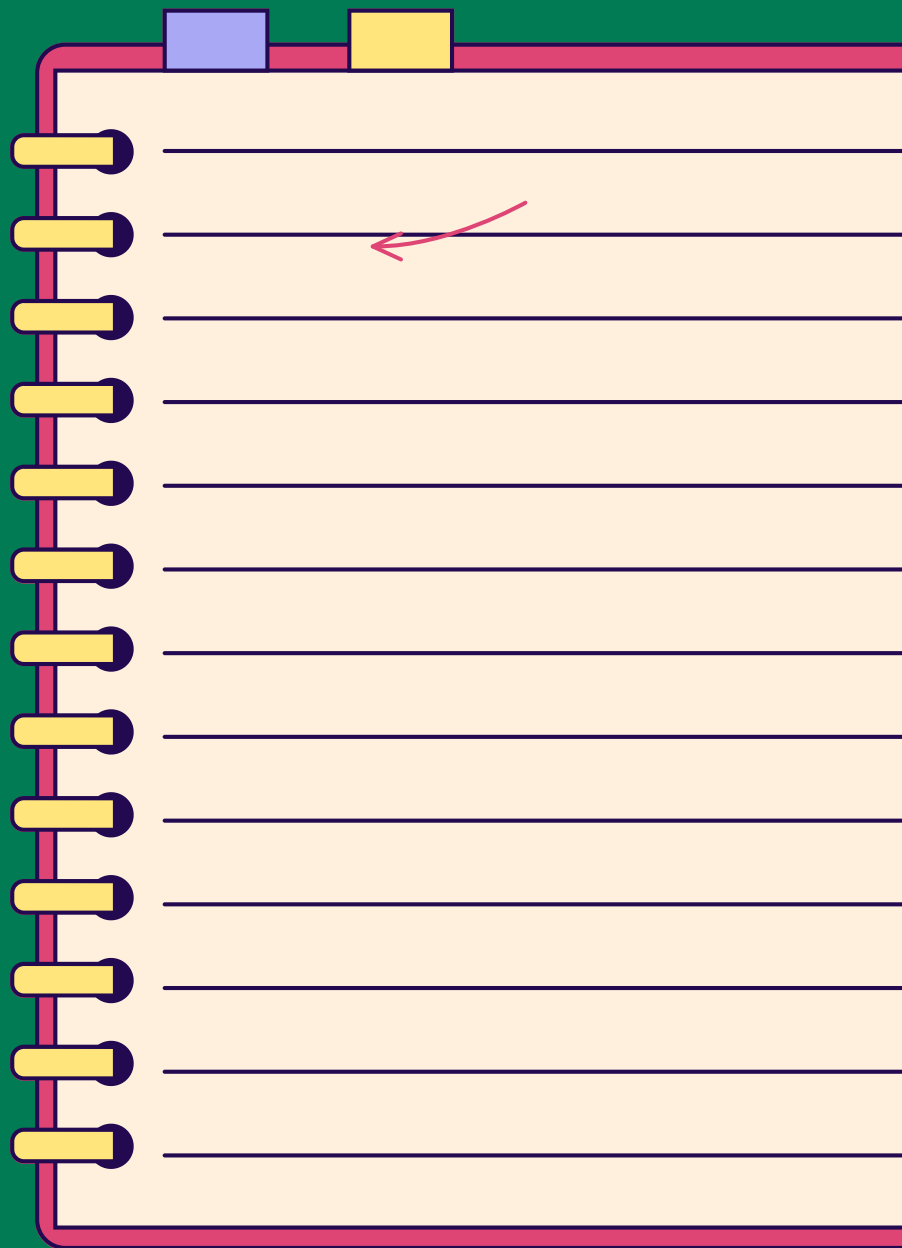MODULE 13 - DIGITAL TECHNOLOGY & HEALTH

CHAPTER 4

NOTIFICATIONS

Skills
to
Connect

INTRODUCTION

This chapter explores the critical role notifications play in our digital lives and offers ways to manage their flow to minimize distractions and maximize productivity. You'll learn how to configure notifications on your devices, use focus modes, and set up an effective notification management plan. With these tools, you can better manage digital interruptions, promoting a better balance between your digital life and personal well-being.
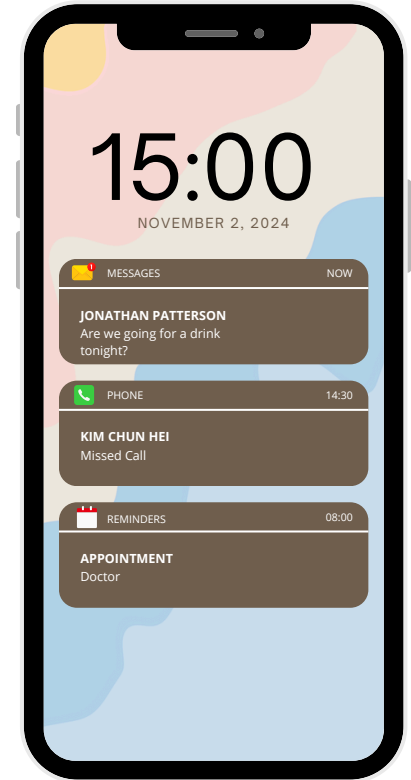
① NOTIFICATIONS

WHAT IS A NOTIFICATION?

Notifications are **alerts that appear on your smartphone or computer to notify you of new activity.*** They are used to inform, alert, and remind users of important events or actions to take.

THE MAIN TYPES OF NOTIFICATIONS AND THEIR SPECIFIC ROLES:

- **System notifications:** These notifications are generated by the operating system itself. They inform the user about updates, security issues, or actions necessary for the proper functioning of the computer. For example, an update notification or a warning about insufficient disk space.

- **App Notifications:** Apps installed on the system can send notifications to alert the user of new messages, upcoming events, or other relevant information. For example, a notification of a new email or a calendar alert.

- **Security Notifications:** These notifications are crucial to inform the user of potential threats, such as malware detection, unauthorized access attempts, or the need to update an antivirus.

- **Personalized notifications:** These are generated by specific software or services that the user has configured. This can include personal event reminders, social media notifications, or productivity alerts.

15:00
NOVEMBER 2, 2024

MESSAGES   NOW
JONATHAN PATTERSON
Are we going for a drink tonight?

PHONE   14:30
KIM CHUN HEI
Missed Call

REMINDERS   08:00
APPOINTMENT
Doctor

1 LEARN HOW TO MANAGE YOUR NOTIFICATIONS

Notifications on a Windows computer are a powerful tool to inform and alert the user.

However, **it is crucial to manage these notifications in a way that minimizes their invasiveness, while maximizing their usefulness.** The comparison table below can help evaluate and organize these notifications based on their importance and intrusiveness potential.

Here is a comparison table, including for each type of notification, a short description and their invasiveness rate.

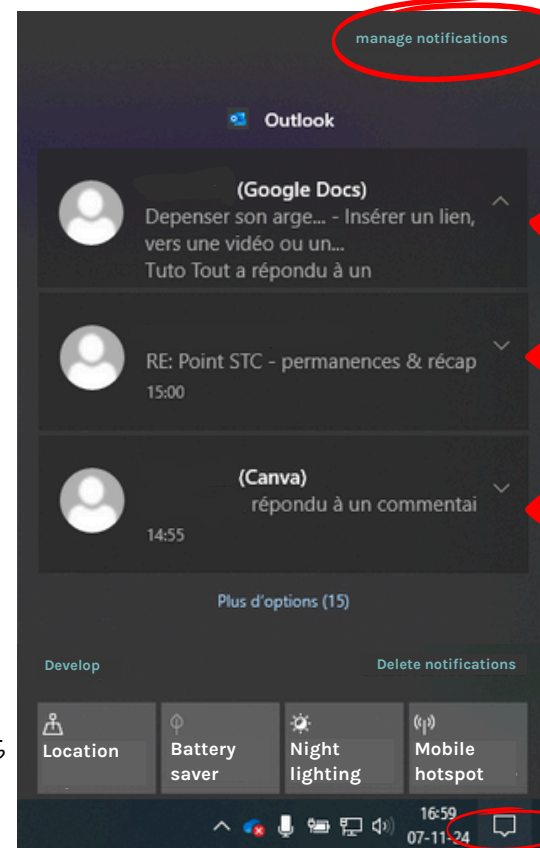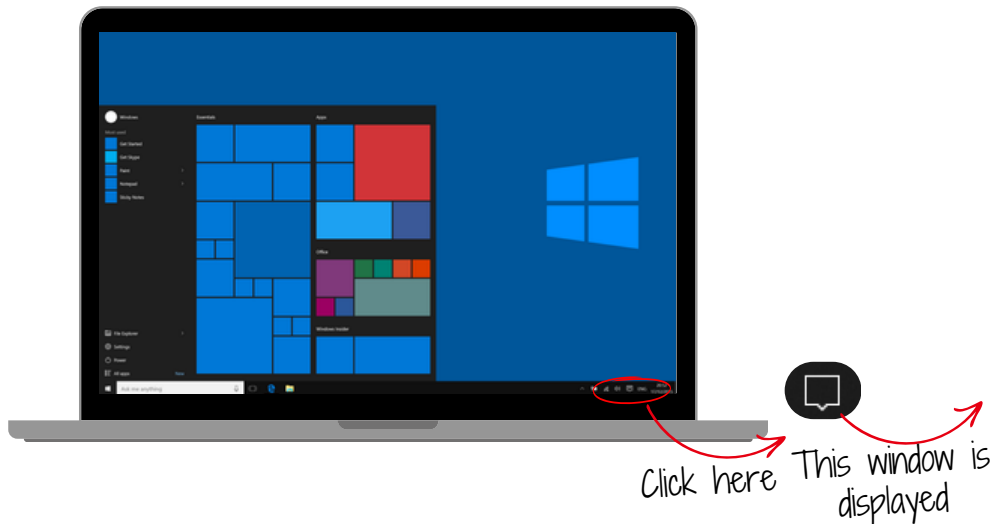| Notification Type	Description	Invasiveness rate
System Notifications	Inform the user about system updates or problems	Down
Security Notifications	Alert the user of potential threats or security issues	Average
App Notifications	Notifications generated by apps for updates, messages, etc.	High
Personalized Notifications	User-configured notifications for specific alerts	Very High

② SET UP YOUR NOTIFICATIONS

SETTING UP NOTIFICATIONS ON A COMPUTER

Windows 10 Action Center is where you'll find your notifications and quick actions.

You can change your computer settings very easily, to adjust notifications and choose when they appear. You can also choose which apps and settings to set as your primary quick actions.
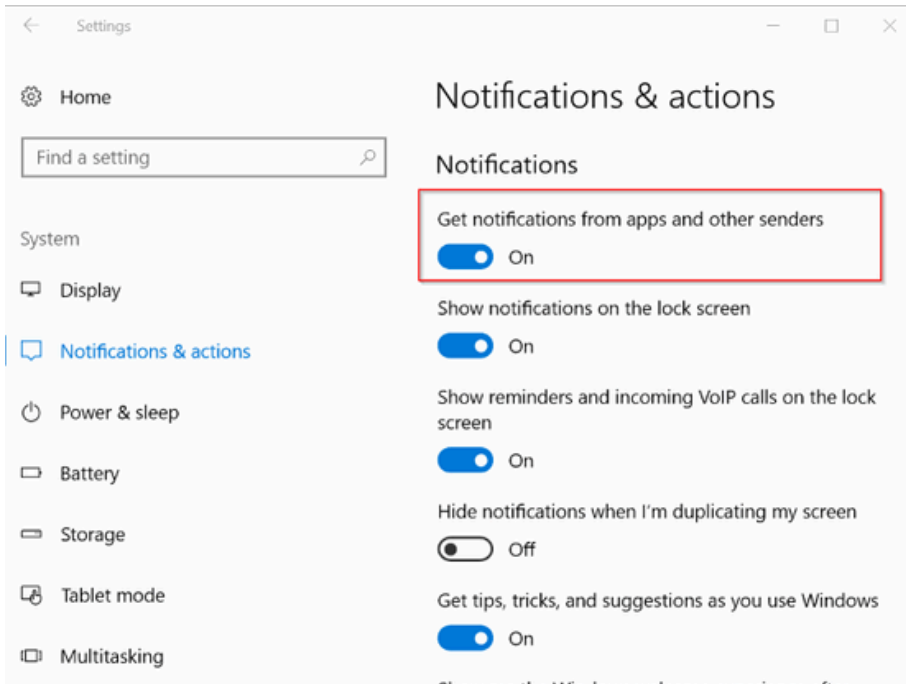
To do this:

1) Select **Start**.

2) Select **Settings > System notifications > Notifications & actions.**

3) Select **Notifications** to turn all notifications on or off and change where and when you see your notifications.

Click here to manage your notifications

manage notifications

📧 Outlook

(Google Docs)
Depenser son arge... - Insérer un lien, vers une vidéo ou un...
Tuto Tout a répondu à un

RE: Point STC - permanences & récap
15:00

(Canva)
répondu à un commentai
14:55

here are your notifications

Plus d'options (15)

Develop   Delete notifications

| Location | Battery saver | Night lighting | Mobile hotspot |

16:59
07-11-24

Click here *This window is displayed*

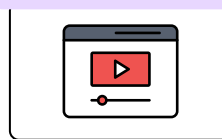# ② SET UP YOUR NOTIFICATIONS

SETTING UP NOTIFICATIONS ON A COMPUTER

When you click on "manage your notifications" (see previous slide) this window appears

Settings	Notifications & actions
Home	Notifications
Find a setting	**Get notifications from apps and other senders**
System	**On**
Display	Show notifications on the lock screen
Notifications & actions	On
Power & sleep	Show reminders and incoming VoIP calls on the lock screen
Battery	On
Storage	Hide notifications when I'm duplicating my screen
Tablet mode	Off
Multitasking	Get tips, tricks, and suggestions as you use Windows
	On

To change notification settings for individual senders, under **"Get notifications from these senders"**, turn a notification sender on or off, or select a sender's name, then turn notification banners on or off, screen privacy lock, notification sounds on or off, and set notification priority.

TUTORIAL VIDEO

Check out a simple video tutorial on how to set up notifications step by step!

② SET UP YOUR NOTIFICATIONS

SETTING UP NOTIFICATIONS ON A COMPUTER

It is possible to enable **"special modes"** on a Windows computer, such as **"Airplane mode", "Focus mode", "Night mode", "Silent mode"** and **"Sleep mode"** that can improve your comfort, concentration and productivity. **Here's how to set them up:**

AIRPLANE MODE

Airplane mode turns off all wireless connections on your device.
- Access Settings
  - Click the Start button and select Settings (gear icon).
- Access Network and Internet
  - In the Settings window, click Network & Internet.
- Turn on Airplane Mode
  - In the left menu, select Airplane Mode and turn on the switch.
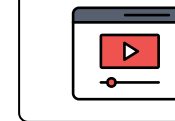
TUTORIAL VIDEO

Learn how to turn off airplane mode on Windows 11

FOCUS MODE

Focus mode helps limit notifications while you work.
- Access Settings
  - Click on System in Settings.
- Focus Assist
  - Select Focus Assist and configure the automatic rules according to your preferences.

TUTORIAL VIDEO

Learn out how to activate "focus" mode

2 SET UP YOUR NOTIFICATIONS

SETTING UP NOTIFICATIONS ON A COMPUTER

SILENT MODE

Silent mode mutes all system sounds.
- Volume Icon
  - Click the volume icon in the taskbar and reduce the volume to zero or use silent mode via the sound settings.

TUTORIAL VIDEO

Learn how to enable silent mode

SLEEP MODE

Sleep mode saves energy when you're not using your computer.
- Access Power Settings
  - Click Power & Sleep under System.
- Configure Sleep Mode
  - Configure the delays before the computer goes into sleep mode.

TUTORIAL VIDEO

Learn how to enable sleep mode

2 SET UP YOUR NOTIFICATIONS

SETTING UP NOTIFICATIONS ON A COMPUTER

NIGHT MODE

Night mode reduces blue light to reduce eye strain.

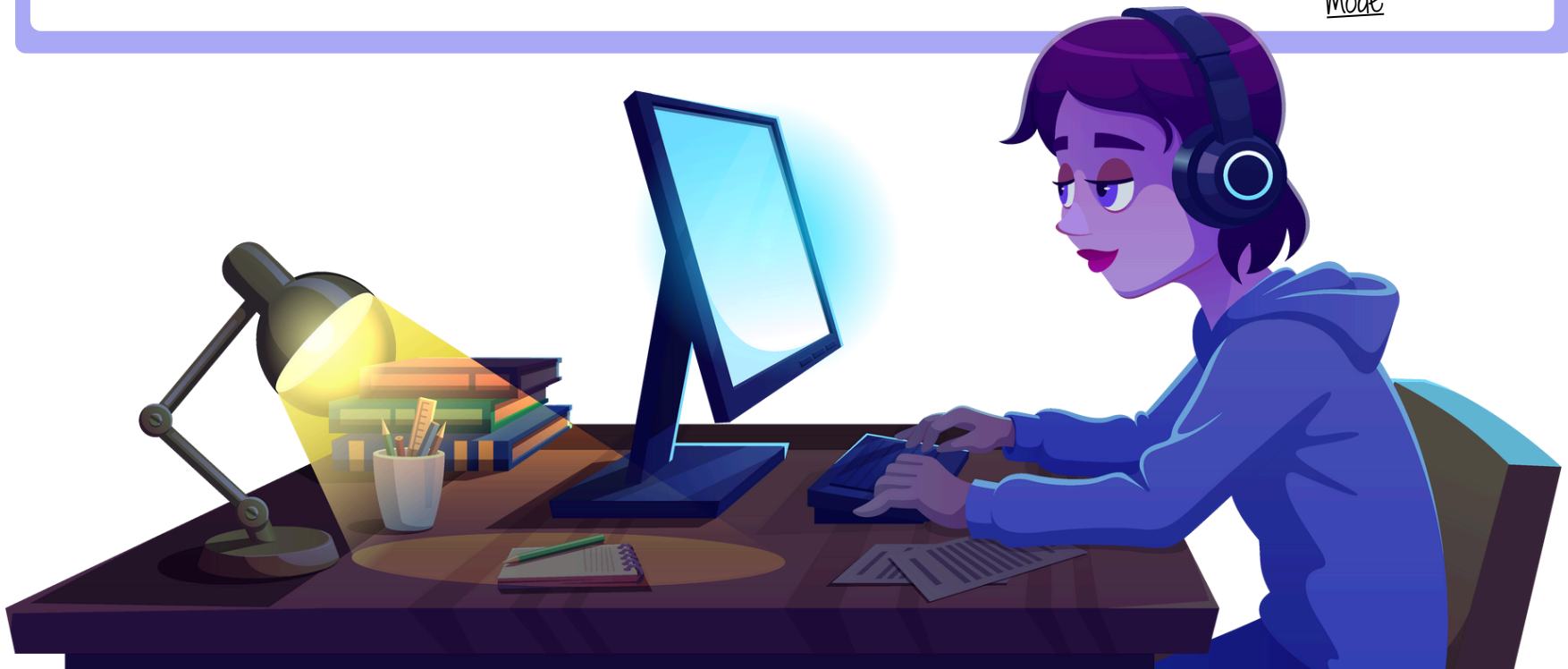1. Access Display Settings
   - Click on Display under System.
2. Enable Night Mode
   - Turn on the switch under Night Light and configure the settings.

TUTORIAL VIDEO

Learn how to enable night mode

2 SET UP YOUR NOTIFICATIONS

SETTING UP NOTIFICATIONS ON A SMARTPHONE AND/OR TABLET

STEP 1: ANALYZE YOUR CURRENT NOTIFICATIONS

1. Turn your phone on and take inventory of the notifications you receive.
2. Identify which apps send notifications: the most frequent ones, the ones you open often, and the ones that bother you.
3. Acknowledge your needs:
   - Essential (eg: calls, messages)
   - Important but not urgent (eg emails, calendar)
   - Non-essential (eg social media, games)

STEP 2: CUSTOMIZE ESSENTIAL NOTIFICATIONS

1. Go to your smartphone's Settings, then select Notifications.
2. Choose apps marked as Essential and configure their notifications to make sure you don't miss anything.
3. In each app, set the alert type:
   - Sound and vibration alert: for important notifications (messages, calls).
   - Silent: for visible but soundless notifications.

TUTORIAL VIDEO

Learn how to customize your notifications

2 SET UP YOUR NOTIFICATIONS

SETTING UP NOTIFICATIONS ON A SMARTPHONE AND/OR TABLET

STEP 3: MUTE NON-ESSENTIAL NOTIFICATIONS

1. In Settings, under Notifications, find the apps marked as Non-essential.
2. Select each app and turn off notifications or put them on silent mode.
3. Check if the app offers more advanced settings (for example, allowing only certain alerts).

STEP 4: TURN ON "DO NOT DISTURB" MODE FOR MAXIMUM PEACE AND QUIET

TUTORIAL VIDEO

1. Still in Settings, look for "Do Not Disturb" mode.
2. Enable it and configure it to block all notifications during certain hours (eg. night).
3. You can customize exceptions, such as allowing calls from a favorite contact.

Learn how to enable do not disturb mode

STEP 5: RECHECK AND ADJUST

1. Review your notifications to see if management is working well.
2. Go back to Settings to adjust which apps are sending too many alerts or which you forgot to enable.
3. Test this configuration for a few days and adjust according to your satisfaction level.

② SET UP YOUR NOTIFICATIONS

SETTING UP NOTIFICATIONS ON A SMARTPHONE AND/OR TABLET

As on the computer, it is possible to activate, on your smartphone, "special" modes, such as "Airplane" mode, "Focus" mode, "Night" mode, "Silent" mode and "Sleep" mode, which are essential for managing interruptions and improving your comfort. Here's how to activate them:

AIRPLANE MODE

Airplane mode turns off all wireless connections on your device.
- Access Settings
  - Open your phone's settings.
- Turn on Airplane Mode
  - Select Network & Internet, then turn on Airplane Mode.
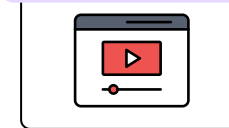
TUTORIAL VIDEO

Learn how to turn on airplane mode on an Android phone

FOCUS MODE

Focus mode helps you reduce distractions by limiting notifications.
- Digital wellbeing and parental controls
  - Go to Digital Wellbeing and Parental Controls in Settings.
- Enable Focus Mode
  - Select Focus Mode and configure it according to your needs.

TUTORIAL VIDEO

Learn how to activate "focus" mode

2 SET UP YOUR NOTIFICATIONS

SETTING UP NOTIFICATIONS ON A SMARTPHONE AND/OR TABLET

SILENT MODE

Silent mode turns off all sounds on your device.
- Sound Settings – Access Sound Settings in Settings.
- Enable Silent Mode - Select Silent Mode or turn the volume down to zero.

TUTORIAL VIDEO

Learn how to enable silent mode

SLEEP MODE

Sleep mode saves your phone's battery by reducing background activity.
- Battery Settings – Go to Battery in Settings.
- Configure Sleep Mode - Enable Power Saving Management or Sleep Mode.

or

- Display/Screen Settings – Go to Display/Screen in Settings.
- Enable Night Mode - Change the Screen Timeout option.

TUTORIAL VIDEO
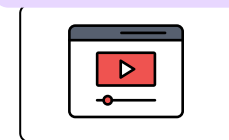
Learn how to enable sleep mode

2 SET UP YOUR NOTIFICATIONS

SETTING UP NOTIFICATIONS ON A SMARTPHONE AND/OR TABLET

NIGHT MODE

Night mode reduces blue light to protect your eyes.
1. Display/Screen Settings
   - Go to Display/Screen in Settings.
2. Enable Night Mode
   - Enable the Visual comfort or Night light or Night mode option.

TUTORIAL VIDEO

Learn how to enable night mode

③ CARRY OUT A MANAGEMENT PLAN

Managing notifications on a smartphone is essential to maintain productivity and avoid unnecessary distractions. Here is a step-by-step plan to effectively manage notifications on a smartphone:

① INITIAL ASSESSMENT

- Notification Inventory: Review the notifications you currently receive on your smartphone.
- Notification Sources: Identify the apps that send notifications (messaging, social networks, emails, etc.).
- Frequency and Relevance Analysis: Note the frequency and relevance of each type of notification.

② CLASSIFICATION OF NOTIFICATIONS

|	
URGENT AND IMPORTANT	Notifications that require immediate action (calls, important text messages, urgent work emails).
IMPORTANT BUT NON-URGENT	Important notifications that can wait (non-urgent emails, calendar reminders).
NON-IMPORTANT BUT URGENT	Notifications that require quick action but are not critical (limited time promotions, game alerts).
NON-IMPORTANT AND NOT URGENT	Notifications of no immediate importance or relevance (app updates, social media friend suggestions).

3 CARRY OUT A MANAGEMENT PLAN

3 CONFIGURING NOTIFICATIONS

- Global Settings
- Do Not Disturb Mode: Use Do Not Disturb mode during work or rest hours. Set exceptions for critical contacts and apps.
- Settings by Application
  - Urgent and Important: **Enable push, sound and vibration notifications.**
  - Important but Non-Urgent: **Enable visual notifications only (no sound or vibration).**
  - Non-Important but Urgent: **Enable silent notifications (no sound or vibration).**
  - Non-Important and Non-Urgent: **Turn off notifications completely.**

4 USING WIDGETS AND NOTIFICATION SUMMARIES

- Widgets: Use widgets to get a quick overview of important information without receiving intrusive notifications.
- Notification Summaries: Set up notification summaries to group and display non-urgent notifications at specific times of the day.

This is what "Widgets" look like
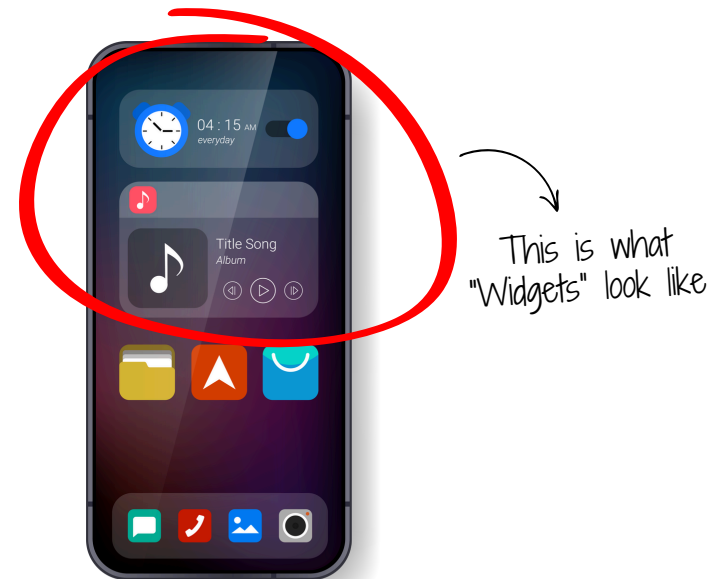
③ CARRY OUT A MANAGEMENT PLAN

HOW TO MANAGE YOUR NOTIFICATIONS IN 7 STEPS

5 NOTIFICATION MANAGEMENT APPS

- Specialized Apps: Use third-party apps that offer advanced notification management features, such as notification snoozing, prioritization, and customization.

6 PERIODIC REVIEW

- Regular evaluation: Regularly re-evaluate your notification settings to ensure they are still aligned with your needs and routine.
- Adjustments: Make adjustments based on new apps installed and changes in your daily habits.

7 GOOD PRACTICES

- **Quiet Hours:** Set quiet hours where you don't receive any notifications, such as during the night.
- **Group notifications:** For group chats in messaging apps, turn on notifications only for mentions or direct messages.
- **Awareness:** Be aware of the impact notifications have on your productivity and well-being. Take proactive steps to reduce interruptions.

By following this plan, you will be able to manage your notifications more efficiently, allowing you to stay focused on your important tasks and reduce unnecessary distractions!