

How to Recharge
From
DIGITAL OVERLOAD
Digital Recharge
Worksheet



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How to Recharge from Digital Overload

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Digital Recharge Worksheet

This worksheet helps you identify your digital overload patterns and create a personalized plan for recharging. Take your time with each section and be honest with yourself about your current habits.

1. Your Digital Overload Assessment

Rate each statement from 1 (rarely) to 5 (very often):

Statement	Rating (1-5)	Notes
I check my phone/devices automatically without thinking		
I feel drained or unfocused by the end of the day		
I have multiple tabs or apps open at once		
I experience restlessness when away from screens		
I struggle to complete one task before moving to another		
Notifications distract me throughout the day		
I feel overwhelmed by the amount of digital information		

Total Score: _____ / 35 | Higher scores indicate greater digital overload

2. The Pause Practice

Before automatically reaching for your device, pause and ask yourself:

- Do I really need this right now?
- What am I hoping to find or accomplish?
- Is there something else I should be doing instead?

Identify 3 specific moments when you'll practice pausing:

1.

2.

3.

3. Your Screen-Free Break Plan

Short breaks away from screens help your mind reset. Plan breaks you can realistically take:

Time of Day	Duration	Activity	Location

6. Simplify Your Digital Routines

Identify apps or habits that drain you more than they help:

Apps/sites that leave me feeling tense or drained:

New boundaries I'll set:

One-task-at-a-time commitment:

Instead of multitasking, I will:

7. Weekly Progress Tracker

Track your digital recharge practices for one week. Place a checkmark for each day you complete the practice:

Practice	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Paused before checking device							
Took screen-free break							
Reduced notifications/tabs							
Did grounding activity							
Focused on one task							
Ended day feeling clearer							

8. Weekly Reflection

What did you notice about your energy and focus this week?

Which practices were most helpful?

What will you continue doing next week?

Remember: Recharging from digital overload is about balance, not restriction.

Small, consistent steps create clearer, calmer days.

