

## SOCIAL MEDIA – WHERE THE BALANCE TIPS.

It's on everyone's desk, in their pockets or in their bags. Yes, it's the mobile device, that wouldn't-be-without-it gadget that has almost become an extension of us and our link to the world. We use Facebook, Instagram, Twitter, Pinterest, Snapchat and so much more. For most people social networking is a fun pastime that lets us express ourselves and our interests and catch up with global events or simply the events involving those people we know. For others, the use of social media has become an increasing compulsion. The question is – can a person really become addicted to social media? Recent studies are suggesting that yes, we can.



### How do you know if you have become addicted?

- Do you constantly think about your phone and Facebook and Instagram when you are parted from them?
- The very first thing you do when you wake up in the morning is reach for your phone next to your bed.
- You Instagram every meal you have when dining out.
- Your friends know that the quickest way to get hold of you is via Facebook.
- It's your first choice of recreation rather than other things like reading a book or watching TV.

## Did you know?

That the University of Chicago recently conducted a study and found social media to be even more addictive than cigarettes and alcohol.

## How can we combat addictive behaviour?

- Keep track of how much time you spend on social media. Keeping a diary is a good idea. Sometimes when we write it all down we can be surprised at how much it adds up to.
- Set aside and schedule a small amount of time each day to spend on social media, and stick to it.
- Use a proper old-fashioned alarm clock rather than your phone. Try to keep your phone away from your bed so you aren't tempted to use social media late at night or first thing in the morning.
- Delete social media apps from your phone. Creating this boundary removes temptation during the day. Use social media only from your computer or laptop.

## For more information:

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## How to use social media at work

### DO's

- Keep your private life and work life separate, even online.
- Read and follow your company or organisations social media policy.
- Pause and take a moment to think about what you are posting online before you do it. Once it is out there, it's very hard to take it back.

### DONT's

- Use it to air your grievances or comment negatively on your employer or workplace. Any issues you have at work should be dealt with through the normal channels.
- Tweet or share confidential or sensitive data from your workplace
- Post inappropriate comments or explicit content online, even in a personal capacity. It can impact on your relationships with work colleagues and management.

If you find some of these steps hard to follow, then perhaps consider not adding any of your work colleagues on Facebook so you can keep your private and work life completely separate.