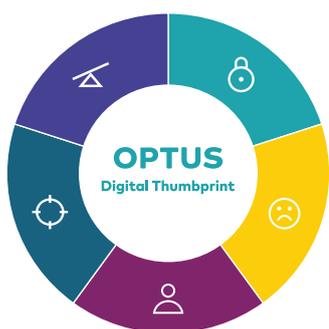


Digital Balance Parent Discussion Guide



The **Optus Digital Thumbprint** program teaches young people to be safe, responsible and positive online through free, curriculum-aligned workshops that are fun and interactive. The Digital Thumbprint program has five key topics:

- **Cyber Security**
- **Cyberbullying and Respectful Relationships**
- **Online Digital Identity**
- **Digital Discernment**
- **Digital Balance**

This sheet is intended to help you have a conversation with your child about how to study in the most effective way and balancing their online/offline life. Below, we have a number of useful study applications and suggested questions that you and your child can ask each other about how you both learn to do new things and manage your time. By sharing your experiences with your child, we hope that you both improve your productivity in both study and work. Each question should be answered by your child AND yourself.

Applications to help you organise yourself

Todoist:

- This program allows you to manage what you need to do. todoist.com

Evernote:

- This program is designed for note-taking, organising and archiving. evernote.com

Pomodoro Timer:

- The Pomodoro technique is a technique where you focus for 25 minutes, then take a 5-minute break, and then continue focusing for another 25 minutes. Using this technique enables you to avoid multi-tasking and concentrate for 25 minutes before taking a break. gigaom.com/2010/11/10/9-free-pomodoro-timers

If you are unsure about any of the information contained in this document or want to know more, check out the resources section of the **Optus Digital Thumbprint** website: digitalthumbprint.com.au/resources

Questions about managing your time

1. How do you learn to do new things at work/school?
2. What is the biggest reason you're not productive at work/school?
3. When do you think you're most productive? Is there anything different in that situation that you can use to improve your productivity at other times?
4. How do you think technology helps your productivity at work/school? How do you think technology hurts your productivity at work/school?
5. Are there any "productivity hacks" from work/school that you can learn from each other?
6. How do you manage your time at work/school?

Applications that help you create flashcards/quizzes and study schedules

Research has shown that retrieval practice is one of the most effective ways of studying. Retrieval practice is testing yourself regularly about the key ideas in anything new you're learning. One common way of this is creating flashcards on the key ideas as you're reading the material for the first time and then testing yourself as a way of studying the material.

Research also shows that if you spread out what you are studying so that you revise material just before you're about to forget it, your long-term learning will be much better.

These free programs allow you to create your own flashcards or quizzes and then use an algorithm to estimate when it's best to show the flashcards or quizzes for long-term learning.

- **Anki** ankisrs.net
- **Cobocards** cobocards.com
- **Brainscape** brainscape.com
- **Memrise** memrise.com
- **Mnemosyne** mnemosyne-proj.org
- **Supermemo** supermemo.com
- **Synap** synap.ac

Applications that reduce/block distractions

One of the biggest problems for modern students is the number of online and mobile distractions that hinder effective study.

Many of these websites and programs have hundreds of engineers designing them to figure out the best way to get people to use them and keep using them, so it's not a surprise that many students give into the temptation to check their phone or surf the web for a minute and then find out that they've wasted most of their study time.

Rescuetime:

- This program shows you how you're using your time and gives you detailed reports and data based on your computer activity.
rescuetime.com

Toggl:

- This program gives you an overview of how much time you have spent on different tasks.
toggl.com

Freedom:

- This program enables you to block websites and apps based on "blocklists" that you create. You can set them for any time and place.
freedom.to

Leechblock (Firefox) and StayFocusd (Chrome):

- These browser ad-ons organise websites into categories and lets you set how and when to block them.

If you need more help

Optus Digital Thumbprint

Optus Digital Thumbprint



For more free parent resources and conversation guides visit the **Optus Digital Thumbprint** website.

digitalthumbprint.com.au/resources

If you need more help or information contact Kids Helpline.

[1800 55 1800](tel:1800551800)

kidshelpline.com.au



Office of the
eSafety Commissioner

For more resources and information, visit the **Office of the eSafety Commissioner** website.

esafety.gov.au