

Workplace Digital Protocols

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INTRODUCTION

This template provides a framework for teams to establish clear norms around digital communication, meeting practices, and focus time. By collaboratively defining these protocols, teams can reduce digital overwhelm, improve work-life balance, and enhance productivity while maintaining healthy connections.

PART 1: COMMUNICATION CHANNEL PROTOCOLS

Channel Purpose & Prioritization

Communication Channel	Primary Purpose	Response Time Expectation	Appropriate Use Examples	Not Appropriate For
Email				
Team Chat (e.g., Slack, Teams)				
Video Calls				
Phone Calls				
Text Messages				
Project Management Tool				
In-Person Conversation				

After-Hours Communication Protocol

Scenario	Appropriate Channel	Protocol
True emergencies		
Urgent but not emergency		
Important but can wait		
FYI only		
During team member PTO		

Communication Format Guidelines

Communication Type	Best Practices	Template/Example
Status updates		
Questions		
Feedback requests		
Decision requests		
Sharing resources		

PART 2: MEETING PROTOCOLS

Meeting Types & Standards

Meeting Type	Default Duration	Required Elements	Optional Elements	Preferred Day/Time
Team check-ins				
Project kickoffs				
Status updates				
Decision-making				
Brainstorming				
1:1 meetings				

Digital Meeting Etiquette

Practice	Guidelines	Exceptions
Camera use		
Muting protocol		
Screen sharing		
Chat use during meetings		
Multitasking policy		
Recording policy		

Meeting Scheduling Protocol

Principle	Our Team's Approach
Meeting-free days/times	
Minimum scheduling notice	
Declining meetings protocol	
Meeting agenda requirements	
Pre-work expectations	
Documentation responsibility	

PART 3: FOCUS TIME PROTOCOLS

Focus Time Standards

Element	Our Team's Protocol
Designated focus blocks	
"Do Not Disturb" signals	
Interruption criteria	
Calendar blocking method	
Status indicator use	

Collaboration vs. Deep Work Balance

Team Member	Preferred Deep Work Times	Preferred Collaboration Times	How to Signal Current Mode

Digital Availability Expectations

Position/Role	Core Hours	Response Time During Core Hours	Flexibility Options

PART 4: DIGITAL WELLBEING PROTOCOLS

Boundary-Supporting Practices

Practice	Our Team's Approach
Email signature time boundary disclaimer	
Out-of-office message standards	
Vacation communication expectations	
Weekend/evening expectations	
Notification settings recommendations	

Team Technology Agreements

Agreement Area	Our Team's Protocol	Accountability Method
Digital breaks during workday		
Screen-free meeting options		
Async-first vs. synchronous defaults		
Regular digital detox opportunities		
Workload management signals		

PART 5: PROTOCOL IMPLEMENTATION & MAINTENANCE

Onboarding & Training

Element	Resources/Process	Responsibility
New team member orientation		
Digital tools training		
Protocol documentation location		
Required vs. recommended practices		

Review & Adaptation

Practice	Frequency	Process
Protocol effectiveness check-ins		
Individual feedback mechanism		
Adaptation process		
Technology assessment		

TEAM COMMITMENT

We, the undersigned members of the _____ team, commit to following these Workplace Digital Protocols to the best of our abilities. We understand that these protocols are designed to enhance our collective wellbeing and productivity. We agree to communicate openly about challenges in implementation and to revisit these protocols regularly to ensure they continue to serve our evolving needs.

Team Members:

Name Date

Name Date

Name Date

Team Leader:

Name Date

Review Date: _____

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Results from using this template will vary depending on individual workplace circumstances, team dynamics, consistency of application, and organizational factors. Positive4Mind.com makes no guarantees regarding outcomes or results that may be achieved through the use of these protocols.

By using this template, you acknowledge that creating and implementing workplace digital protocols is an organizational process and that you are solely responsible for your choices, actions, and their consequences. If your team is experiencing significant challenges with digital communication, productivity, or wellbeing, please consider consulting with qualified workplace or human resources professionals.

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