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Tackle Jet Lag

If your work or personal travel takes you across multiple time zones, you may experience jet lag. Jet lag causes excessive daytime sleepiness or insomnia. It may also be accompanied by headache, upset stomach, irritability and trouble concentrating.



To manage jet lag when you travel, follow these tips:

- ✓ For several days before a trip, go to bed earlier if you are traveling eastward and later if you are traveling westward.
- ✓ Schedule your flights to arrive in the early evening at your destination, and strive to stay up until your normal bedtime, local time.
- ✓ Cut back on alcohol and caffeine, as both can disrupt sleep.
- ✓ Short naps of 20 minutes are okay, but avoid longer daytime sleeping. Set your alarm, and avoid napping in the late afternoon or evening.
- ✓ Eat lightly once you arrive at your destination. A heavy meal can make it harder to fall and stay asleep.
- ✓ Get plenty of sunlight during the day to help reset your internal clock.
- ✓ Use earplugs, a sleep mask or a white noise machine at night to help you sleep.

New Year's Goals

If you're like a lot of people, the coming New Year has you thinking about resolutions. Narrowing down your choices can help you achieve the changes you want.

- 1 **Instead of making several ambitious resolutions,** choose one area of your life to improve, and set specific goals for it. For example: health, work, family life, social connections, travel, spiritual development or volunteering.
- 2 **Set specific goals.** A big, vague resolution, such as better health or traveling more, is hard to visualize, plan and reach. Instead, specify your goals: Visit a foreign country before the end of the year or exercise five days a week.
- 3 **Chart your progress.** Don't put your goals away in a drawer and dust them off next December. Tell your friends and family about them. Plan milestones throughout the year, and reward yourself when you reach them.
- 4 **Think long term.** You can concentrate on your larger end result, even when you have setbacks.



Digital Fasting



A digital fast or digital detox is unplugging from all screens and connected devices for a defined amount of time, anywhere from a few hours to several days. A digital fast can happen once, weekly or monthly.

People may choose a digital fast for several reasons:

- ▶ To connect with family and friends more deeply.
- ▶ To work creatively with fewer distractions.
- ▶ To take a break from work during a vacation or day off.
- ▶ To cut back on connected activities, such as gaming, using social media, or texting.

Research has shown that a digital fast may provide some benefits. In one experiment where people were taken to the Moroccan desert for a digital-free retreat, neuroscientists found people slept better, had more engaging and prolonged conversations, and made more positive changes and commitments when they were unplugged from their devices.



If you find yourself often staring at a smartphone, tablet or other device, consider setting it aside for awhile. Set a time limit, power off, and discover where the world takes you without digital distractions.

Year-End Self-Assessment:

Part of bidding farewell to the old year and ushering in the new is taking time to reflect and assess. What went well this year? What could have gone better? Use these questions to kick off your own assessment and mentally prepare to set goals for 2022.



In 2021:

1. What accomplishment are you most proud of?
2. What was your biggest challenge, and how did you overcome it?
3. What brought you the most happiness professionally and personally?
4. What do you wish you had done differently?
5. What relationships sustained you most?
6. What was one important thing you learned?
7. Who or what helped you the most?
8. In what area did you grow the most?
9. What was your greatest new experience or adventure?
10. What one word would you use to describe the past year?

There are no right or wrong answers. Instead, think of this assessment as a tool to help you think productively about the past 12 months and guide you forward into the coming year.

“When I’m **smiling** and having fun, I perform the **best.**”
— *Simone Biles*



Some productivity experts recommend managing your energy rather than your time.

Time is a finite resource, but where and how you spend your energy are under your control. Ways to maximize your energy to become a top performer: Reduce your screen time, exercise regularly, make sleep a priority, get rid of distractions and energy drains, and tackle important tasks during peak energy times.

Lower the Stress

We read and hear a lot of advice this time of year about holiday-related stress. While the stress of winter holidays can be intense, the truth is that the end of the year can be high pressure professionally and personally, no matter what traditions and holidays you celebrate.



Come December, thoughts turn to wrapping up projects, reconciling budgets, taking stock of the past year, and making plans for the future. Maybe you are ending the year in a different place from where you hoped you’d be when you made resolutions in January. Perhaps you have a deadline to finish a project by year’s end. Family and social obligations might be at odds with what you need to accomplish at work or for yourself — another stressor.

If you’re overwhelmed this month, take a moment to sit quietly and visualize success. Mentally picture yourself completing that big project, closing out the budget for the year or achieving a personal goal. Visualization lowers stress levels and boosts confidence.

Realize that some pressure you feel in December may be self-imposed. Just because the calendar flips over does not mean you are out of time to make progress toward your goals. Keep your expectations and your to-do list realistic. Take time to be grateful for what you have instead of worrying about what you lack.

Go easy on yourself and others — this is a tough time of year for many. If stress is making you lose sleep, hope or enjoyment in life, seek help. Good places to start include your workplace’s Employee Assistance Program or your health care provider.

Note: Due to production lead time, this issue may not reflect the current COVID-19 situation in some or all regions of the U.S. For the most up-to-date information visit [coronavirus.gov](https://www.coronavirus.gov).

The **Smart Moves Toolkit**, including this issue’s printable download, **Stretching: Stay Flexible at Work**, is at personalbest.com/extras/21V12tools.

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