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The Long Distance Manager-Employee Relationship

In today's global workplace, there's no guarantee your manager is down the hall, or even on the same continent. Use these three tips to successfully manage your relationship with your supervisor when you work long distance.

1. Get organized. Set up formal procedures for sharing information when you don't work in the same region. Consider using an always-open instant message program or a chat app to share information in real time. Devise status reports, job tickets and other systems that can be shared electronically so there are no surprises regarding projects or tasks. Meet regularly via phone or video chat to catch up.

2. Be clear. When you're not meeting face-to-face, you're missing nonverbal cues, so effective communication is even more important. Use email to set expectations and goals in writing. Ask for feedback frequently, and make sure you understand everything at the outset of a project or task to avoid misunderstandings later.

3. Fight isolation.

Find ways to connect and create synergy. Ideally, have periodic face-to-face meetings. If that isn't possible, set up times you can connect with your manager simply to talk, share ideas and exchange feedback.



How Much Technology Do You Really Need?

Smartphones, tablets, electronic to-do lists, digital calendars and virtual meetings: There are few jobs untouched by technology. Technology can improve your life — or overwhelm it. Get the right balance with these strategies:

Beware of time wasters. The ability to watch videos, listen to music, shop and log on to social media on multiple devices — anywhere, anytime — has become a major distraction to people. Set time limits for using your smart devices on personal time. Follow your employer's rules as well.

Manage information overload. More technology means information clamoring for your attention everywhere — in your vehicle, at lunch, in the middle of the night or even in the restroom. Unplug from the information deluge: Set aside time to check news feeds, rather than checking every time something new pops up.

The good news? Technology can help boost your productivity. You can reduce paper waste and take notes more efficiently using a device, for example, and store documents in a cloud so you can access them with any device. Instant communication can improve efficiency and reduce expense. Simply use it to enhance your life, rather than detract from it.



Handling Difficult Emotions



Emotions running wild?

According to research, chronic stress can make it difficult to control emotions, such as fear. In fact, hormones released during stress can impair the parts of the brain that can learn to control emotions. In other words, if you're under a lot of continuing stress, common anxiety-reducing and emotional control techniques, such as cognitive behavioral therapy, may not work or may take longer to take effect. Be honest with your health care provider — and yourself — about the stress you experience, and find ways to reduce it and manage it effectively. Recognize the toll stress takes, and learn to manage it before it takes hold of your emotions.



PRODUCTIVITY MYTH: All you need to do is work hard. Some aspects of work can be harder than others. But bearing down hard on a problem isn't always the solution. Try to work smarter, not harder. Collaborate with coworkers and managers, seek feedback, be open to change, explore new ideas and shift priorities. Sometimes, even taking a break is a good strategy. If possible, step back from a project that's frustrating you and work on something else for a while. You may find that things look better when you return.

Adult ADHD

When you think of ADHD, you might think of school-age children. But, many adults suffer from ADHD as well, and may be more likely to suffer in silence without getting diagnosed.



Everyday tasks the rest of us take for granted challenge those with ADHD. People with this condition may be unable to prioritize or stick to a goal or task, miss deadlines, forget meetings and miss out on social appointments.

ADHD can steal your productivity and cause problems at home and at work. **Symptoms:**

- ✓ Restlessness
- ✓ Inability to concentrate and focus
- ✓ Impulsive behavior
- ✓ Trouble finishing tasks
- ✓ Easily frustrated
- ✓ Frequent mood swings and short temper
- ✓ Inability to cope with stress
- ✓ Unstable relationships
- ✓ Chronic disorganization

Other problems, such as depression and anxiety, can also mimic ADHD in adults. If you have these symptoms and they are harming your work, productivity and relationships, talk to your health care provider.

◆ **ADHD is treatable, usually with a combination of medication, talk therapy, relaxation techniques and other therapies.** ◆

Are You Chronically Dissatisfied?

Have you ever felt that nothing or no one ever seems quite right or good enough, including you? Experts say, however, that it is possible to choose happiness, rather than depending on outside factors to steer that elusive feeling in your direction.

Take this brief self-assessment, and then decide which steps you can take to lose that dissatisfied feeling.

	TRUE	FALSE
1. I am living my life just the way I want to.	<input type="checkbox"/>	<input type="checkbox"/>
2. I feel satisfied with most aspects of my life and work.	<input type="checkbox"/>	<input type="checkbox"/>
3. I feel a sense of control about where my life is headed.	<input type="checkbox"/>	<input type="checkbox"/>
4. I usually get what I want out of life.	<input type="checkbox"/>	<input type="checkbox"/>
5. If I could start over, there's nothing I would change.	<input type="checkbox"/>	<input type="checkbox"/>

If you answered **false** to three or more of these questions, you may be suffering from chronic dissatisfaction. Take these steps to try to turn that around:

- ◆ **Set a happiness goal.** Just as you would with any other goal, set objectives to help you accomplish it, such as making a new friend, seeking out a new challenge at work, taking a class, volunteering or planting a garden.
- ◆ **Be thankful.** Make a list of everything you're grateful for, and review it often.
- ◆ **Let go.** If you are holding onto angry feelings or a grudge from the past, forgive and move past it.
- ◆ **Move more.** Regular exercise has been proven to boost your mood. Aim for 150 minutes of moderate-intensity activity (walking, swimming slow laps) weekly. Get your health care provider's OK first if you haven't been exercising regularly.



Be realistic. Don't set goals so lofty you will always be left disappointed. Instead, focus on what you can achieve and how far you've come already.

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, **Overcome Your Exercise Plateau**, is at personalbest.com/extras/22V1tools. 

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