

# TP TOP PERFORMANCE®

Helping You Be Your Best. ....

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## Overcome the Sunday Blues

If you work Monday to Friday, and your mind is already on the job by Sunday night, you are not alone. Many people experience depression and anxiety on Sunday evenings as they prepare to end the comfort of their weekend and return to work.

While Sunday night depression is not recognized as a medical diagnosis, it is a real phenomenon that affects many employees, causing anxiety, sadness and insomnia, week to week.

**Counteract Sunday stress or depression with these strategies:**

**On Friday:** Before you leave work on Friday, tie up loose ends. Return calls, answer emails, clean up your workspace, organize your to-do list and complete tasks. You will feel less stress if you know you aren't arriving to a disorganized Monday.

**On Saturday:** Do something fun. Read a good book, dine out with friends or take time for a hobby. And — most importantly — move. Physical activity helps relieve stress and energizes you.

**On Sunday:** Prepare for Monday. Start by setting out the clothes you're going to wear or preparing your lunch. Make time for exercise — it will help you sleep better Sunday night.

**On Monday:** Schedule a fun activity you can look forward to, whether it's a lunch date or a movie after work. And remember: Monday is just one day.



Do something fun such as dining with friends.

## Deliver Criticism LIKE A PRO



**Giving feedback** is an important part of any work relationship. To deliver an effective critique, keep your advice useful with positive and negative comments.

If possible, spend some time planning your critique. Keep it constructive and free from conflict with this approach:

**Keep calm.** Avoid using criticism to vent frustration. In taming negative feelings, you will encourage positive change. Stay friendly, straightforward and professional.

**Give feedback face to face.** You may be tempted to use email or another indirect communication tool. Email or text messages can be easily misunderstood.

**Focus on performance.** Restrict your comments on specific projects or work overall. Avoid criticizing your coworker's personality.

**Listen.** Make feedback, even negative feedback, a two-way street. After you have delivered the critique, ask what could have gone better or what ideas the person has about doing things differently next time or for improving their general work performance.

**Constructive criticism can deepen working relationships.** It can also encourage personal and professional growth if delivered with wisdom and understanding.

## Maximize Your STRENGTHS

**Outside of performance reviews,** do you ever review how effective you are on the job? Know this: Making the most of your strengths can help you feel more satisfied with your work and perform better. Think about your strengths and how you can maximize them:

**1. IDENTIFY.** Think about what you do well. For example, some people are good at creating innovative processes, while others are great communicators.

**2. EXPLORE.** Look at how you feel at work when you are performing specific tasks. Those activities where you feel the most energized, engaged, passionate and happy are



most likely the ones that utilize your natural strengths. Also, look at how you spend your leisure time, because those activities play to your natural preferences and abilities.

**3. ACTIVATE.** Focus on work that plays to your strengths. Use your strengths to support your team or manager. Volunteer for projects that align with what you do best.

◆ You will naturally meet daily challenges and use your best talents to achieve top performance. ◆



## Ready for Sleep

It may seem obvious, but we all need seven to nine hours of sleep every 24 hours, regardless of your work shift. Not getting enough pillow time can disrupt your personal and professional life. Here's how to get the shut-eye you need:

- ☆ **Create a sleep-friendly environment.** Make your bedroom as quiet, dark and cool as possible. Use earplugs, a sleep mask, window-darkening shades, or a white noise machine if necessary.
- ☆ **Follow a calming routine.** Perform the same relaxing steps every night before you go to bed to signal to your body and mind it is time to settle down for sleep. For example, take a bath, listen to soft music, read a book, do some gentle stretching, or sit in quiet reflection.
- ☆ **Watch what you eat and drink.** To avoid nocturnal trips to the bathroom, avoid drinking lots of fluid before bedtime. Avoid alcohol — it can make you drowsy at first, but cause restless sleep. Don't drink caffeinated beverages or eat a large, heavy meal before bed.
- ☆ **Identify any distractions.** If pets sleep with you, consider moving them elsewhere so they won't keep you awake. Likewise, free your bedroom from sleep disturbances such as a glowing alarm clock, tablet or smartphone.

Make your bedroom a sleep oasis and settle your body and mind before you retire. You'll be rewarded with better sleep.

**Take your to-do list to the next level.** Figure out how much time each task on your to-do list will most likely take you, and write or type it in next to that item on your list. Then, use those estimates to track how much time you spend on certain areas. Group your tasks and schedule them.



## 6 Ways to Beat Boredom on the Job

**Boredom at work** does not necessarily mean you are in the wrong job or career. Instead, it is often the result of being mired in a routine or activities that lack challenge. Shake things up a bit with these ideas:

- 1. Revisit your goals.** Take a look at your short-term and long-term goals (or create some) and think of ways you can reach them. Or replace them with new goals that are more relevant to your career.
- 2. Learn something new.** Take a class, attend a networking group, go to a conference, or do some reading in your field.
- 3. Take care of yourself.** Exercise, eat healthful foods, and get plenty of rest to fend off lethargy.
- 4. Stretch your mind.** Volunteer for a task or project that is a little outside your skill set or comfort zone.
- 5. Change it up.** Rearrange your workspace. Change your commuting route. Eat lunch someplace new. Even small changes can refresh your perspective.
- 6. Band together.** Find a coworker you can relate to, or develop a relationship with a mentor. Share ideas and strategies together.

◆ **Think about what energizes you, and strive to find new challenges. In many cases, boredom is a state of mind you can change.** ◆



“The **future** belongs to those who **believe** in the **beauty** of their **dreams.**”

- Eleanor Roosevelt

**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, **Checkup: Your Heart**, is at [personalbest.com/extras/22V2tools](https://personalbest.com/extras/22V2tools).



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