

TP TOP PERFORMANCE®

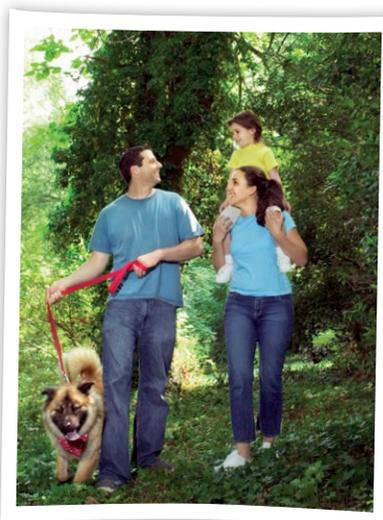
Helping You Be Your Best.

5.2022

TOP 10 WAYS to Regain Your Balance

Juggling a job, family and personal needs can be a daily struggle for your time and energy. When you're feeling a little off balance, use these tips to climb back on track.

- 1. Schedule me time.** Make appointments to get together with friends, have a family outing, pursue a hobby or join a sports team.
- 2. Control time wasters.** Distractions, such as using social media, can lead to working longer hours to play catch-up. Prioritize and organize your time. Follow your employer's policies for personal use of computers and other electronic devices.
- 3. Lighten your load.** Ask family or friends to help with errands. Order groceries online; hire a teenage neighbor to do chores.
- 4. Boost energy.** Exercise regularly, get enough sleep and eat a balanced diet. Fueling your body and keeping energy up will ensure you have the stamina to fully enjoy life.
- 5. Unplug.** Turn off all devices, disengage and disconnect from work for a set period. During that time, focus on family or yourself with no distractions.
- 6. Avoid overextending yourself.** Prioritize your obligations to others.



Control time wasters. Distractions, such as using social media, can lead to working longer hours to play catch-up.

- 7. Shift your focus.** Prioritize activities that make you feel happy and fulfilled, rather than ones you have to do.
- 8. Track your time.** Determine how you spend your time to identify and eliminate duplicated effort or wasted hours.
- 9. Free up more hours.** Get up 30 to 60 minutes earlier to enjoy extra time to prepare for work, or replace TV viewing two nights per week for other activities.
- 10. Spread it out.** Don't save everything for your day off until it becomes just as overscheduled as any other day. Instead, strive for daily balance and make equal time for work and play.

Dealing with Mistakes

You can't always avoid mistakes, no matter how hard you try. But, you can learn from your mistakes and turn them into opportunities for growth, increased productivity and success. Here's how:

- ACCEPT it.** The mistake happened, and denying it to yourself or others won't help matters. Own up to what happened and don't make excuses.
- FIX it.** Do what you can to make the mistake right, fix the problem or remedy the damage. Follow up with the people affected by your mistake to ensure you've done all you can.
- PUT it in perspective.** What's the worst that will happen? Be realistic about the results of your mistake. Chances are what will happen isn't as bad as your worst fears.
- IMPROVE systems.** Figure out what went wrong, and adjust your work methods and systems to ensure that same error isn't repeated. This is a critical step in learning from mistakes.
- Finally, plan your next move.** Instead of dwelling on the misstep, think about what you will do next. Maybe you can try again and do better next time, or perhaps the mistake offers a new opportunity.

Stick to Deadlines

3 Ways



- 1 Make it public.** Telling others about your plans and your schedule can help hold you accountable to deadlines.
- 2 Break it down.** Split large projects into small, manageable parts, each with its own schedule and deadline.
- 3 Be realistic.** Determine deadlines that are achievable so you don't set yourself up to fail.

How Long is Your Commute?

The average commute in the U.S. in 2019 was **27 minutes** though people using the bus commuted 46 minutes each way. You may not be able to move closer to work, but maybe you can improve your commute. For example:

❖ **Change your route** so you vary the scenery and avoid congestion. Taking a different way may not always be possible, but it is worth investigating.

❖ **Listen and learn.** Audiobooks and podcasts can help you learn a new subject or immerse yourself in a fictional world.

❖ **Share the driving.** You get a break from behind the wheel and enjoy the company of your fellow commuters.

❖ **Be entertained.** Invest in satellite radio or download media to a mobile device that you can listen to hands-free — anything from comedy to sporting events.

Note: Do not use your smartphone or other electronic devices while you're driving — texting, talking or Web surfing. Keep both hands on the wheel and both eyes on the road.



Try On Optimism

Research shows that **optimism may be good for you.** People who see their glass as half full tend to be better at positive thinking, which can help them manage stress more effectively and avoid some of the negative effects of stress on the body and mind.

You don't have to be born an optimist. You can employ a few strategies, such as these to harness the power of positive thinking:

❶ **Tune up your self-talk.** We all have an inner voice that chatters to us throughout the day. If the voice in your head tends to be negative, it can undermine your confidence and add to your stress and worry. Repeat positive messages or affirmations (I can do this. I am confident, capable and strong. Everything will work out.) to make your inner conversation more positive.

❷ **Find healthful ways to cope with stress.** Pessimists may be more likely to overeat, drink alcohol to excess, or smoke to manage stress. Find positive habits that help you feel good about yourself, such as exercising; sleeping seven to nine hours a day; eating a diet rich in fruits, vegetables and whole grains; and cultivating positive relationships.

❸ **Avoid comparing yourself to others.** There's more to life than winners and losers. Recognize your unique talents, skills and attributes.

❹ **Spend time reflecting.** Whether you nurture your spirit through formal religion, spending time in nature or with family or reading inspirational works, take time to nourish your inner self. These practices can help you feel better about yourself and the world.

When Couples Disagree

Disagreements occur in most relationships. Handled well, conflicts can strengthen a relationship, rather than become a hurtful, destructive battleground. Learn to fight fair and manage conflict to improve your relationship. Here's how:

✓ **Stay calm.** Take a deep breath. If you get upset, step away and take a break to cool off.

✓ **Be specific.** You won't accomplish much complaining about everything other than the issue at hand. Explain clearly what you need or what is bothering you. Avoid words such as **always** or **never**.

✓ **Stay focused.** Keep your argument centered on the key issue you need to resolve. Avoid rehashing past grievances.

✓ **Avoid attacks.** Keep your language focused on the issue, not your partner. Don't use insults or accusations to gain an upper hand.

✓ **Listen.** Relationships succeed when both parties listen to each other and learn. Calmly listen to your partner without judgment or defensiveness.

✓ **Quit keeping score.** Relationships require give-and-take. The goal of your discussion is not to win but to reach compromise and forge a stronger relationship.



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.

The **Smart Moves Toolkit**, including this issue's printable download, **Safety Corner: Green Thumb**, is at personalbest.com/extras/22V5tools.



5.2022