

TP TOP PERFORMANCE[®]

Helping You Be Your Best.

6.2022

Visualizing Success

Visualization, also called mental imagery or guided imagery, is a powerful tool for boosting performance.

What it is: Visualization involves mentally picturing the results you hope to achieve. Athletes often use this technique in training and before competition.

How to do it:

- 1 **Set a goal.** Think of something you want to achieve, such as run a faster mile, make a successful presentation, start a new project, have a difficult conversation or complete a tough task at work.
- 2 **See yourself.** Picture yourself performing the action and completing the goal. Use all your senses to visualize it in detail. How do you feel? What does success look like? What steps do you take?
- 3 **Practice.** Find a quiet space for a few minutes each day, close your eyes and visualize yourself achieving a goal, surmounting an obstacle or making a positive change.

Easing Child-Care Anxiety

Child care can be a big adjustment for children and their parents. Take these steps to ease the transition to child care and turn unhappy frowns into smiles.

Ease transitions. Young children can feel separation anxiety when they transition from home to child care. Create a ritual for saying goodbye, such as a secret handshake, special wave or saying that establishes a comforting tradition.

Create rituals. Children feel more secure when they know what to expect. Perform a morning ritual before day care every day. Write or draw the steps on a sign you hang on the wall, and perhaps have your child check off the steps each day (eat breakfast, brush teeth or get backpack) while getting ready.

Make drop-off a positive experience. Even if your child is upset when you separate, say goodbye in a positive voice with a smile. Avoid letting your anxiety or sadness color the moment.

Spend special time together.

Even ten minutes reading a book, playing a game, taking a walk or sitting and snuggling together can help ease the times when you are apart.



What it does:

- ❖ Calms the mind so you relax and let go of stress.
- ❖ Quiets negative self-talk and puts you in a more positive mindset.
- ❖ Makes you believe you can achieve your goal.
- ❖ Improves focus, assertiveness and self-esteem.
- ❖ Enhances self-awareness and intuition, which can help you achieve more and make better decisions.

Tame Your Temper

Anger is often beneficial. It can alert us that something is wrong, lead us to solutions and help us heal. But, anger that flares up frequently or burns too hot can cause problems in our personal and professional lives. A technique called **self-distancing** can keep anger from blazing out of control, according to research from Ohio State University and the University of Michigan.

To illustrate, a normal tendency when you're angry is to mentally put yourself in the middle of the situation, perhaps obsessing about how to retaliate. This can aggravate your anger and affect the people around you.

To self-distance, imagine the person or situation making you angry from far away, as if you are a fly on the wall. Become an observer, not a participant.

Other distancing techniques that can help control anger: Take a brisk walk, breathe deeply, count to ten, use humor and imagine a relaxing scene. Rather than immerse yourself in anger, find ways to step back, calm down and find answers.

Getting away from it all?





A March NerdWallet survey found that 70% of Americans plan to travel for leisure in the next 12 months. Forty-seven percent of those surveyed said they are planning to take two or more leisure trips in the same time span. There's a lot to be said for giving yourself mental time and space to decompress completely from professional responsibility. This summer, discover what it feels like to unplug.





Healthful Travel Habits

If you're planning to travel for work or vacation, take precautions to stay safe, healthy and comfortable.

Before you go:


- Check the Centers for Disease Control and Prevention travel health advisories, particularly if you are visiting a foreign country, at <https://wwwnc.cdc.gov/travel>. 
- Check your health insurance so you know your coverage when you're out of town or abroad. 
- Refill prescriptions and carry a supply during travel.
- Consult your health care provider about any health concerns.
- Pack basic health care supplies, including masks, and carry a first-aid kit if you're traveling by car. Don't forget sunscreen and insect repellent. 
- Pack appropriate clothing for the weather and your activities to stay comfortable and protected from the sun.
- Get your vaccinations updated. Get COVID-19 boosters as advised by your health care provider. Foreign travel sometimes requires additional immunizations. 
- Leave your itinerary and contact information with someone you trust so you can be located in case of an emergency.

While you're there:

- Be careful about consuming food and water in unfamiliar places, particularly in countries with a limited infrastructure. Use bottled water if you aren't sure about the water quality. 
- Follow safety procedures and wear protective gear for outdoor activities. 
- Know where the nearest hospital or clinic is, and have a plan if you have a health emergency or need medical care.

A few precautions will ensure your trip is safe, productive and enjoyable.

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, **Cultivating Positivity**, is at personalbest.com/extras/22V6tools. 

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Build a Better Reputation

How people perceive you at work can affect how well you perform your job, how you feel about your workplace and your advancement opportunities. Your reputation is largely under your control. Are you a positive — or negative — force at work?

Take a look:

Examine your work. Do you miss deadlines, often show up late for work or to meetings, hesitate to take on difficult tasks or get defensive when you receive feedback? While identifying areas where you can improve may be difficult, finding ways to work better can help you achieve greater professional success in the long run.

Put yourself out there. Pitch in to help out when someone is overloaded with work or on a deadline. Offer your expertise and unique skills where they can be of service. The most successful workplaces are collaborative. Plus, you'll be more likely to receive help in turn when you need it.

Set performance goals. Decide on the specific tasks and steps that will get you there. For example, if you want greater responsibility, you may need to get more training, volunteer for a project or devise a creative solution to an existing problem.

Give yourself time. The impression you make at work develops gradually. Be patient with yourself and others.

A different side of fidgeting:

Studies show that people who can't sit still — who tap their fingers, jiggle their feet, stretch their arms, and squirm in their seats, for example — have lower mortality rates than those who sit still. Change positions and move your body in your chair periodically.

