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Helping You Be Your Best.

8.2023



Home Work

OSHA doesn't inspect home offices*, but that's no reason to have an unsafe working environment. If you work at home, keep in mind the same safety rules apply.

Here are some tips to keep your home working environment safe:

Keep your workspace clear of clutter. Clutter invites accidents, trips and falls.

Make sure your workstation is ergonomically correct. If possible, enlist the help of an ergonomic expert when setting up your home office. Keep the top of the monitor screen at or below eye level.

Make sure arms form 90-degree angles when typing.

Adjust your seat so feet are flat on the ground. Use the same rule for laptops.

Make sure lighting and ventilation are adequate.

Install solid doors with good exterior locks, especially if you are working alone. Lock doors when home alone.

Consider installing a motion detector or an alarm system.

Meet with clients at a public place. Let someone know when and where you are meeting. Never meet at your home.

Keep your cell phone handy and charged.

*OSHA will only inspect other home-based worksites, such as home manufacturing operations, when it receives a complaint or referral regarding a safety or health violation that threatens physical harm, or an imminent danger.

Tip: Try progressive muscle relaxation. Lie down or sit in a comfortable chair. Tighten each muscle group one at a time; hold for 10 seconds and then slowly release. Start with your feet and ankles, and gradually move up all the way to your face.

The National Crime Prevention Council has a home security checklist at www.npc.org/resources/files/pdf/neighborhood-safety/working%20safely%20at%20home.pdf.

Q: What is cognitive behavioral therapy?

A: If you are seeking a quick and effective form of psychotherapy, some people will suggest cognitive behavioral therapy (CBT). Here are some hallmarks of CBT:



Emotions result from thoughts — not events. If you lose your job, your upset feelings come not from the job loss itself but from thoughts you might have, such as, I'm a failure. I'll never work again.

Fact-check your thoughts. It's important to challenge your negative thoughts (e.g., no one likes me) to find out if they're true or exaggerated emotions.

Homework helps. The therapist might assign a client tasks, such as trying a new social activity or keeping a log of automatic negative thoughts.

Treatment has a time limit. The therapist and client set goals together and proceed until therapy is no longer needed.

To learn more or find a therapist, contact the National Association of Cognitive-Behavioral Therapists at www.nacbt.org or the Association for Behavioral and Cognitive Therapies at www.abct.org. — Eric Endlich, PhD



Goal Checkup

Trying to reach a goal? The more you monitor how you're doing, the more likely you may succeed. You may be able to increase your chances of success more if you report your progress publicly or physically record it.

Sharing your goal with others: Select a few close, supportive friends or family members and share your goal with them. Ask them to check in with you from time to time on how you're doing with your goal. To make your goal more public, you might consider posting a note on social media, which could prompt others to come forward and share their goals or join in on yours.

Writing it down: Come up with an action plan. Put down all the steps you'll need to take to reach your goal. Then, check off the steps as you reach them. Meeting the mini-goals along the way may just provide you the motivation and momentum to push through to your ultimate goal.

Conquering Perfectionism

While being perfect is often held up as an ideal in the media and society, constantly striving for perfection can hinder you from reaching your goals.

Perfectionism is also related to many mental health problems, including depression, anxiety and eating disorders, according to the **American Psychological Association**.

Perfectionism involves certain behaviors, including excessively checking work to make sure it's flawless, constantly re-doing tasks and being unable to let them go, agonizing over tiny details, and avoiding new challenges for fear of making mistakes.

Take these steps to reduce perfectionism:

- **Be realistic.** Replace self-criticism with statements, such as: *Nobody is perfect, I'll do my best, or It's OK to make mistakes.*
- **Broaden your view.** If fear of making mistakes paralyzes you, ask: *What's the worst that could happen? Could I survive that? Will this still matter in a year?*
- **Ask for help.** No project or task is worth letting stress take over your life or spending time away from work worrying about meeting unrealistic expectations of yourself. A friend or coworker can help you set realistic goals and develop new, reasonable standards.

There's nothing wrong with having high standards. But when you can't move forward because nothing is ever right, it may be time to change your perspective.



Q: How can I adapt to rapid change?



A: Here are some helpful tips if you're struggling to keep up with a fast-moving world:

1. Realize that you'll need to adjust. In the long run, facing change is better for you than ignoring the situation. Give yourself time to adapt.
2. Remember: Good changes may be stressful, but they're still positive events.
3. Maintain regular routines when possible to provide some stability.
4. Keep up healthy habits: exercise, adequate sleep, relaxation and wholesome eating.
5. Take a break from the news.
6. Avoid relying on drugs, alcohol or tobacco.
7. Confide in others to feel less isolated.
8. Find things to be thankful for. Look for positive opportunities.
9. Address changes proactively. Before a hectic workweek, cook make-ahead meals and finish chores on the weekend.
10. Trust that you can persevere and tackle changes constructively, as you have in the past. Keep moving forward one step at a time.

— Eric Endlich, PhD

Keep an eye out for heat exhaustion.

Heat exhaustion can happen quickly. Signs of trouble include red, hot and moist or dry skin; no sweating; a strong, rapid pulse or a slow, weak pulse; a throbbing headache; dizziness; confusion; being grouchy (or grouchier than normal) or acting strangely.



The **Smart Moves Toolkit**, including this issue's printable download, **Checkup Time**, is at personalbest.com/extras/23V8tools.

8.2023