

TP TOP PERFORMANCE®

Helping You Be Your Best.

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Over the Line: People Who Don't Respect Boundaries

Maybe you told someone you aren't comfortable talking about a subject, yet they keep bringing it up. Or you've asked your coworkers to only call or text you during work hours, but they constantly ignore that request. This is disrespecting your boundaries and it can leave you feeling hurt, offended and unheard. What can you do?

Communicate your boundaries clearly. Set precise boundaries with the person. For example, "I won't respond or talk about my weight, and I'm asking you to stop."

Set consequences. When you set boundaries, you are deciding what is okay and what is not okay, and you must also decide what happens when people ignore your boundaries. A consequence could be as simple as you changing the subject during a conversation or as difficult as distancing yourself from that person for a while.

Uphold the consequences. Sometimes it takes time, repetition and patience to get your message across. You may have to repeat the consequences to the person disrespecting your boundaries. For example, "I asked you not to talk about this subject, but you continue to bring it up; I'm hanging up." Important: Follow through. Don't shift your boundaries to appease someone.

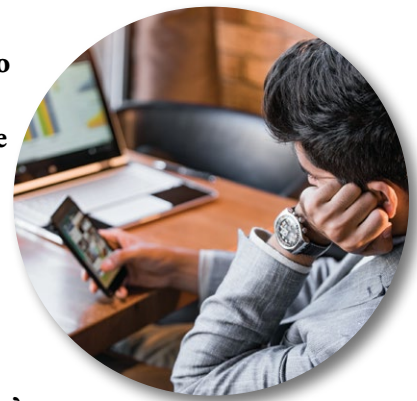
Remind yourself that you are in charge. Ask yourself how much time, space and energy you want to spend with the person disrespecting you; this can help you set appropriate consequences.

Don't be afraid to say "no." Clarity is important; when you say "no," it is a clear boundary to the other person. When you say, "I'm sorry, but..." or "Maybe, let me check," it is both unclear and unfair to the person.

Recognize that you can't control others. You can ask others to respect your boundaries, but realize that it is up to them to make the decision.

Put Off Procrastination

If you're reading this to put off something you should be doing, you're in luck. Following are some procrastination profiles. If any of them seem familiar, here's what you can do to get back on track:



Are you seeking perfection?

You find it hard to let go of tasks until they are done to your high standards, so you put off finishing them.

Solution: Tell yourself that good enough is okay. Praise yourself and allow yourself to feel a sense of accomplishment for making progress.

Are you avoiding unpleasant tasks? If you don't like what you are working on or feel unsure of yourself or how to complete it, you might keep putting it off.

Solution: Choose a manageable schedule and concrete goals for the work you are avoiding. Tackle one task at a time in the project rather than focusing on the whole matter, which may be intimidating you. Reward yourself with a more pleasant task for each milestone you reach.

Are you prone to distraction? You check social media, take a phone call, get a drink of water and a snack, or read every email right when it arrives. You have the best intentions to get work done, but it is far too easy to do what feels more urgent or pleasurable than to focus on the long-term project at hand.

Solution: Choose a specific time to work on a single task free of distractions. Turn off your email and social media alerts and put your phone away.

Smart devices, such as phones, make it easy to take work to bed.

It's hard to resist using social media and logging in a few extra hours of work while under the covers. But it can disrupt healthy sleep patterns. And it's not ergonomic — a few days of this and you may invite neck ache and back strain. Try to complete your work before bedtime and get to sleep.



Prepare for Workplace Emergencies

A coworker chokes on his lunch — what should you do? A fire breaks out in a trash can — where is the fire extinguisher? A tornado is sighted near your worksite — where do you go? You should know the answers before these scenarios occur.



August is Preparedness Month, a good time to prepare for these and other workplace emergencies. Here's what you can do to be ready for the unexpected:

- **Know** where the nearest emergency exits are and memorize the easiest evacuation route(s) at work.
- **Get** training in the Heimlich maneuver and CPR.
- **Identify** where first aid kits and defibrillators are stored.
- **Locate** the closest fire extinguisher and learn how to operate it.
- **Know** where all Safety Data Sheets are.
- **Familiarize** yourself with eyewash stations and how to use them in an emergency.
- **Know** where emergency shutoff buttons are on the machines you work with and every machine nearby.
- **Find** out where all personal protective equipment is kept and know when and how to use it.
- **Make** a plan for hazardous spills — know where spill kits are located.
- **Report** all near-misses to your supervisor.



There's more to gaining muscle than getting buff.

Regular strength workouts lower risk of heart disease and type 2 diabetes by controlling blood pressure, cholesterol and body fat. It protects your bones and joints and raises your quality of life as you age. To start, learn the strength-training basics and practice two to three times a week, allowing a day of rest between workouts.



Jump Off the Gossip Train

Rumors and gossip can run rampant in all social circles — whether at work, at school, in your neighborhood or even within your own family. People can be drawn to rumors and gossip, if for no other reason than entertainment.

However, rumors and gossip can ruin relationships and devastate people.

Vow to break the rumor and gossip chain:

Don't spread it. If you hear something questionable or damaging about someone else, don't share it with anyone else.

Walk away. If someone tries to share a rumor or is gossiping, politely excuse yourself from the conversation.

Respect others' privacy. Don't talk about other people's personal matters that you may know about. Think about how you would feel if they shared personal information about you.



QuikRisk™ Self-Assessment: Lifestyle in balance?



Are your work and personal lives in harmony?

Check the statements that are true for you:

True False

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. I usually avoid rushing from one commitment to another. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. I take good care of myself. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. I have a well-balanced diet. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. I maintain an organized home and workspace. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. I feel positive most of the time. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. I spend more time doing what I want than what I should. |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. I always use my annual vacation time. |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. I get adequate sleep. |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. I am close to at least one person who supports me. |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. I don't smoke, abuse alcohol or have any other addictive behaviors. |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. I take at least 15 minutes daily to do something I enjoy. |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. I have a hobby. |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. I exercise almost every day. |

If you answered true to fewer than five statements, it's time for a tune-up:

- 1. Let go** of one commitment per month until your time is more manageable. Take time to relax and enjoy life.
- 2. Treat** your personal time as a scheduled appointment, just like you would a work or an exercise commitment.
- 3. Focus** on one major goal. Making several changes at once may set you up for failure and added stress.



The **Smart Moves Toolkit**, including this issue's printable download, **Health Benefits of Volunteering**, is at personalbest.com/extras/23V9tools.

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