

# TP TOP PERFORMANCE®

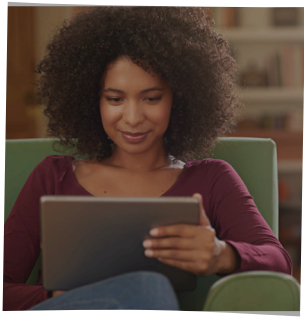
Helping You Be Your Best.



4.2020

## Put Your Tablet to Work

Get the most from your tablet on the job in 3 steps:



**Consider your needs.** A tablet is especially suited to on-the-go work, such as taking notes at a meeting, updating information, managing calendars and appointments, viewing media, and communicating instantly. It may be less ideal for major design, analysis or technical work, or for handling large files and spreadsheets.

**Work ergonomically.** Tablets are designed to be mobile and handheld. If you are seated and working on one for long periods, use a separate keyboard and a stand that places the tablet at a comfortable viewing angle that doesn't stress your neck, shoulders or eyesight. Alternate hands and fingers when using the touchscreen to avoid overuse. If you hold your tablet while working, use a case with a handle to reduce straining your wrists and hands.

**Embrace the mobility.** A tablet enables you to move about while you work, take your work with you, accomplish tasks remotely, and get away from a traditional desk setup. It can enhance your productivity when used wisely and well.

## Say No With Grace

**Chances are, your schedule is pretty packed** these days with both professional and personal obligations. To maintain a balance, you avoid bringing work home and home to work, make a conscious transition from each, and meet necessary obligations but don't overcommit yourself on workdays.

**Then, someone asks you to add yet another item to your calendar:** A recent graduate from your alma mater wants to meet for coffee to discuss career paths; a classroom parent asks you to supervise a craft project at the end-of-year party; and a former colleague asks you to proofread his business proposal or speak at a monthly networking meeting.

**Much as you'd like to help,** taking on too much can lead to serious stress, and may result in spending less time on the things that are truly important to you. Recognize that it's okay to say *no*. It shows that you value your own time and respect your limits. It's how you say *no* that matters.

## Your Professional Image Online



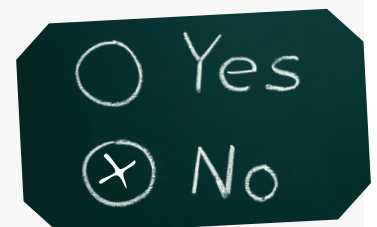
**Plug your name into a search engine, and see what comes up.** Keep in mind that any employer, colleague or client can see what you are seeing with just a few keystrokes. Use these strategies to present yourself professionally online:

- ➔ **Check privacy settings.** Control who sees your information by manipulating the privacy settings on social media and networking sites.
- ➔ **Watch what you write.** What you post on social media, write in emails or on a blog, or comment on a message board could be viewed or read by just about anyone.
- ➔ **Select photos carefully.** Only post and share photos that portray you the way you want to be seen by your coworkers. Ask others not to tag you or post pictures of you without your consent.

**Try this:**

- ☑ **Avoid apologizing.** Say *no* firmly and gently, but don't say "I'm sorry." You don't need to apologize for protecting your time and energy.
- ☑ **Use "I" statements.** Phrases such as "I'm flattered you asked me," "I have to limit my commitments right now," and "I can't give this the time it deserves" are great ways to decline a request with respect.
- ☑ **Make an alternate suggestion.** Give the requester a name or resource that might be able to help in your place.

**Saying *no* is sometimes the best option for both parties.** You'll get your time and sanity back, and the person making the request will move on to ask someone who has more time and inclination to help.



“I have not failed. I’ve just found  
10,000 ways that won’t work.”  
– Thomas Edison

## How Allergies Affect Productivity

### Seasonal allergy symptoms can lead to lost work time.

Even if you make it into work, you may not be at your best. Allergies can make you feel drowsy, lethargic and unfocused. This contributes to **presenteeism**, a condition in which you are physically at work but not working to capacity.

### Keep allergies from stealing your productivity with these strategies:

**Get the allergy report.** The weather affects your allergy symptoms. If it’s windy, for example, more pollen will be airborne. If it rains or is humid, mold counts rise. Find a daily allergy report for your area online or on television, so you can plan ahead.

**Know your allergens at work.** If you work outdoors, pollen and mold can trigger symptoms. Indoors, mold, dust and pet dander might be present. Keep your work area clean: Consider using an air purifier. If your allergy symptoms become severe, talk to your coworkers or supervisor about substances that pose a problem.

**Explore allergy treatments.** Ask your health care provider or pharmacist about nondrowsy antihistamine medicines. Routinely clear irritants out of your nasal passages with a saline spray or wash.



## Protect Your Identity

Use these strategies to safeguard your financial and other personal information as well as health care, social media and retail accounts.



**Use strong passwords.** Create a unique password for every account and service. Avoid using recognizable words and dates. Instead, come up with a random assortment of uppercase and lowercase letters, numbers and symbols. Use passwords that are longer than 8 characters. Refrain from using personal information, such as your birth date and name. Never share passwords with others. Use a dedicated app to manage your passwords.

**Keep track of accounts.** Regularly review your statements for bank accounts, credit cards, online payment services, Social Security and health savings accounts. Report any suspicious charges or activity immediately.

**Connect wisely.** Protect mobile devices and apps with passwords or 2-step authentication, which usually involves entering a key from an email, a text or physical device to log in. Don’t conduct sensitive personal business over a public Wi-Fi connection.

**Be cyber savvy.** Watch for phishing emails, fraudulent online ads or pop-up windows asking you to click — these are ways cybercriminals transmit malware and access your personal data. Remember, no reputable organization will ask for personal information over the Internet, and requests that you click out of fear are probably false. **When in doubt, call the organization or visit its website.**

## How’s your mindset?

Researchers define a **fixed mindset** as believing that your abilities, intelligence and talents are limited or set with no way to gain more. Those with a **growth mindset** believe they can develop their skills and abilities through education, practice and effort. You might have a fixed mindset in some areas, and a growth mindset in others. For example, you might confidently learn new dance steps, but shy away from learning new technologies. A fixed mindset holds you back from personal and professional growth. Get past your fixed beliefs by seeking out challenges, recognizing mistakes as a part of learning, and getting rid of negative self-talk.



The Smart Moves Toolkit, including this issue’s printable download, **Play It Safe With Sports**, is at [personalbest.com/extras/20V4tools](https://personalbest.com/extras/20V4tools).

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