

# TP TOP PERFORMANCE<sup>®</sup>

Helping You Be Your Best.

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## Leave Work on the Job

The ability to be in touch with work and workplace issues 24/7 is both a blessing and a curse. It's possible to get more done because information, communication and productivity tools are just a fingertip away at all times. However, the potential for neglecting personal time is high.

**Unplug and leave the job behind when you're done working for the day (or shift).** You will return to your tasks refreshed, recharged and ready to take it all on. Strategies:

- ☞ **Schedule** definite hours and situations when you will not work, including checking mobile devices. These might include while you're in bed, during meals or during family time.
- ☞ **Establish** check-in times and group similar tasks together during those times, so you can do them efficiently.
- ☞ **Turn off** your device before you go to bed. Avoid checking in first thing when you wake up. Greet the day unplugged.



## Tips for Password Protection



**Weak passwords represent the biggest threat to your digital security** and can put you at risk for identity theft or a cybercrime at work. Follow these strong password strategies:

- ➔ Don't give your password to anyone, even a family member, good friend, coworker or supervisor.
- ➔ Avoid using a password for more than one account.
- ➔ Create passwords that are long (more than 10 characters) and hard for others to guess. Use a random password generator to create strong passwords.
- ➔ Use your most complex passwords for your most sensitive and secure information.
- ➔ Choose a new password every few weeks, especially for your most personal and critical information.
- ➔ Use two-step verification whenever it's available. It involves typing in a password, then entering a unique code via a text message, key fob device, voiceprint or fingerprint.
- ➔ Protect your mobile devices and their apps with strong passwords and, if available, two-step verification.
- ➔ Consider using a third-party password wallet service to keep passwords organized and help you remember which password goes with what.

## Housekeeping Hints for Work

**Clean up your work area, and clarity may follow.** Discover the benefits of good housekeeping at work. Tips:

- **Remove** boxes, papers, merchandise or other materials from high-traffic areas and around your workspace. These pose a safety hazard as well as create a mess because they can be knocked over, tripped on or bumped into.
- **Repair** tools, electronics and equipment that don't work. If it can't be fixed, dispose of it properly and replace it.
- **Purge** outdated reading paperwork and files or supplies. Recycle or shred it.
- **Wipe it down.** Studies show that desktops, computer keyboards, telephones and electronic devices harbor dirt and bacteria. Once you've cleaned off the clutter, clean everything with disinfectant.



*Declutter and clean regularly, and you will likely spend less time looking for files and other items and more of your workday stress free.*

# How to Write Better Content



Whether you're contributing a blurb to the company's electronic newsletter, writing a social media post, or adding content or a blog post to the corporate website, follow these tips and rules to ensure your message is clear, well received and professional.

- 1. Focus.** Choose one narrow slice of a topic to cover. "How a Single Safety Change Kept Us Accident Free in August" is more focused than "New Safety Initiatives."
- 2. Grab your readers.** Make content more interactive by posing a question, taking a survey or relating the content to the real issues people face.
- 3. Keep it current.** Choose a topic, news item or posting that is new. If you are covering something multiple times, a new headline and a fresh lead-in can engage people, even if the information conveyed hasn't changed.



## There's an App for That

Have you tried productivity apps that use gaming to help you tackle your to-do list? Some apps let you track work performance statistics and strive to beat your personal best. Others create motivation and competition, or gaming elements, such as avoiding zombie attacks, and motivate you toward fitness or productivity goals. Search your device's app store for the latest productivity apps.



## Care for Caregivers

As a caregiver, it's important to address your own needs. According to the National Center on Caregiving, caregivers experience sleep problems, poor nutrition and lack of exercise. They don't always take care of themselves when they are sick or keep up with their own health care appointments.



- **Avoid** consuming junk food, caffeine or alcohol to cope with stress. Make time to exercise and rest, so you'll be more resistant to stress and better able to care for the person who depends on you.
- **Find** neighbors, friends or family members who can pitch in, especially with tasks that don't involve your emotional connection with your aging or sick relative. This might include yard work, grocery shopping, picking up medication and housework.
- **Communicate** with everyone invested in your loved one's care and condition. Be calm and assertive, and don't be afraid to ask for what you need.
- **Seek** out a counselor, support group, spiritual or religious adviser, supportive friend, or other system to help you cope. Ask for help before you are overwhelmed.

## Five ways to take a break:

Research shows that taking a five-minute break after a period of sustained work, such as 25 or 50 minutes, can enhance productivity. However, this doesn't mean checking social media or grabbing junk food. Rather, it is a quick refresher designed to recharge your brain. Try these ideas (with your employer's OK), and then return to your task:

- 1. Listen to music.** Use earphones so you won't disturb anyone.

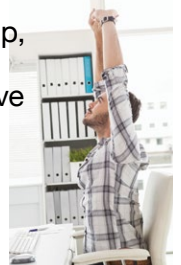


- 2. Write or doodle.**



- 3. Sit quietly and reflect.** Look out a window or at a pleasant picture.

- 4. Get up, stretch and move around.**



- 5. Work on a different task.**



**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](https://www.cdc.gov/coronavirus).

The Smart Moves Toolkit, including this issue's printable download, **Vaccination: A Smart Investment**, is at [personalbest.com/extras/20V8tools](https://personalbest.com/extras/20V8tools).



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