

# TP TOP PERFORMANCE®

Helping You Be Your Best.



7.2020

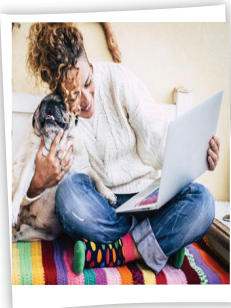
## FRIENDSHIPS ON THE JOB: Do They Work?

We spend so much time at work that making friends there is inevitable – and a benefit valued by many employees. In fact, experts have found that workplace friendships can enhance productivity and increase employee loyalty and satisfaction.



To ensure your on-the-job friendships remain healthy:

◆ **Respect privacy.** Keep knowledge about your friends to yourself. Limit personal conversations at work.



◆ **Keep it positive.** Avoid negative conversations that may reflect poorly on the two of you professionally. For example, don't criticize the workplace or your boss, gossip about coworkers, or complain about workload.

◆ **Invite others in.** Treat everyone as an equal professionally, and include others in your conversations and projects.

Making and keeping new friends can be challenging, due to busy schedules. Friendships with coworkers can be positive as long as they don't distract you from the job at hand.

## Strategies FOR Self-Motivation

**What helps motivate you at work?** Maybe it's a motivational poster on your wall or a high achiever you admire. Ultimately, the best incentive for getting the results you want at work is you.

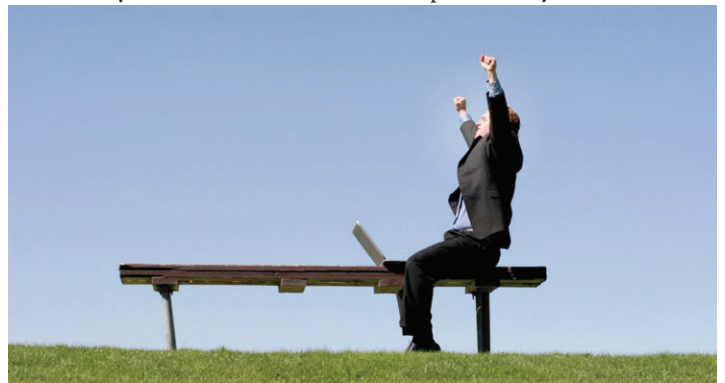
**Intrinsic motivation**, which comes from within, drives you to push past your limits, reach your goals and become a top performer. Unleash your inner motivator four ways:

**Step outside your safe zone.** When you stay in your comfort zone, you never challenge yourself. Take on something new and untried, whether it's taking on a new speaking project or a new meeting.

**Accept occasional mistakes** as part of the learning process. Instead of self-criticism, review what you can do better next time and realize you have what it takes to try again.

**Improve and learn.** Turn to resources such as a mentor or self-help tools (books, classes or online resources) to help you pursue your goals confidently.

**Take care of yourself.** When you are well-rested, well-fed and calm, you'll feel better able to accomplish what you want.



## Ways to End Your WORKDAY RIGHT

What you do in the final 10 minutes of your workday can affect how you feel and how you greet the next day. Take these steps to leave work on a positive note:

⇒ **CLEAN YOUR WORK AREA.** Leave it tidy and organized, so you'll start the next day at a workspace that is conducive to productivity, whether it's in your home or another location.

⇒ **PLAN FOR TOMORROW.** Prepare your to-do list, check your calendar and set out everything you need to complete your first task of the day.



⇒ **CHECK IN.** If other employees are coming on for the next shift, transition smoothly and take the time to relay information they need.

⇒ **LOOK BACK ON YOUR SUCCESSES.** Think about what you finished or did well. This bit of reflection will leave you feeling good.

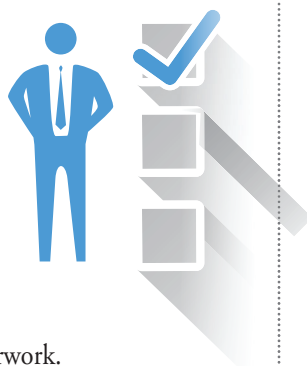
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*Final thought: Saying good-bye to people is also a great way to end the day.*



During a tough day, completing a five-minute task from start to finish in a small amount of time can give you a mental boost. These small tasks tend to pile up because we never get around to finishing them. But they can provide a much-needed break from high-focus work.

**Got 5 minutes?** Try 1 of these 15 mini-tasks:

1. Answer an email.
2. Delete old emails.
3. Prioritize your to-do list.
4. Get a drink of water.
5. Update your calendar.
6. Review meeting notes.
7. Read a work-related article.
8. Stretch.
9. Wash out your coffee mug.
10. File, shred or recycle old paperwork.
11. Delete old files from your smartphone or tablet.
12. Tell someone “thank you” or “nice job.”
13. Refill your stapler, pencil and pen holder, or sticky note dispenser.
14. Clean the dust and debris out of your keyboard.
15. Run a virus scan on your computer.

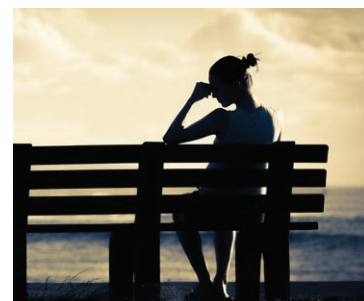


## Time for lunch.

Do you opt to work through lunch and breaks? It may seem like you're saving time. However, productivity experts agree that stepping away from your workspace is critical to productivity. If you prefer to eat at your desk, take at least a few minutes during your break to move around and recharge. You'll return with renewed energy and focus.



## Q: Depression in the summer?



**A:** In seasonal affective disorder (SAD), depression symptoms recur in a seasonal pattern. Though less common than the winter version, many people do develop summer depression. Symptoms include poor appetite, weight loss, insomnia, restlessness, anxiety and mania. Early, accurate diagnosis is important to ensure you get proper treatment.

**Several factors may contribute to summer SAD:** levels of brain chemicals (e.g., serotonin and melatonin), changing sleep-wake cycles, seasonal allergies and increased sunlight, high heat and humidity. Negative thoughts concerning body image and believing that others are having more fun than you are can be factors, too.

**If you suspect summer depression,** consult a health care provider familiar with this condition. Treatment may include medication, counseling and changing your sleep schedule. Lifestyle changes can also help: Maintain healthy eating, exercise consistently and don't overbook — find time to relax and do things you enjoy daily.

— Eric Endlich, PhD

“You can't expect to hit the jackpot if you don't put a few nickels in the machine.” – Flip Wilson

## To lose weight, do you need to plan every meal? Yes.

**Avoid spontaneous food choices during your weight-loss phase.** Be diligent: Plan your meals and snacks in advance to ensure satisfying choices and balanced nutrition. Otherwise, you're likely to just grab the nearest food or drink at hand.

**Divide and conquer your hunger.** A healthy plate is ½ fruits and vegetables. The rest is ¼ protein and ¼ grains (make at least half of them whole), and perhaps a small treat. If you eat takeout, avoid the typical burger-and-fries options, which don't resemble a healthy plate. Choose grilled options, salads, fruit or a wrap.



**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.coronavirus.gov).

The Smart Moves Toolkit, including this issue's printable download, **Cool Meals for Hot Days**, is at [personalbest.com/extras/20V7tools](https://personalbest.com/extras/20V7tools). 7.2020

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