

# TP TOP PERFORMANCE®

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5.2020

## In An Emergency



**Emergencies at work can include many types of events**, from severe weather to violence. In an emergency, it's tough to think clearly and stay calm. Nonetheless, there are several ways you can keep a cool head and act effectively:

**Arm yourself with information.** Participate in any emergency preparedness training your employer offers. Know your workplace action plan for handling various emergencies and the resources available to help you and your coworkers stay safe.

**Know what to tell responders.** Memorize your workplace address, and know how to direct first responders where to go, especially if you work at a large office complex or plant.

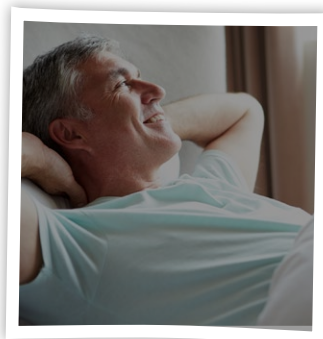
**Learn the evacuation procedure.** Know at least 2 exits, and find out where you and your coworkers should go after you get out of the building.

**Locate emergency equipment.** Familiarize yourself with the locations of fire extinguishers, eyewash stations, alarms, first-aid kits and other equipment. Know how to operate them, too.

*Staying calm and following procedures in an emergency can save lives.*

## Do Less, Sleep More

**The all-nighter, once the purview of high school and college students**, has migrated to work. In fact, you may have heard coworkers bragging about how little sleep they get or how late they stay up working on personal or professional projects. Are you skimping on sleep to get more done?



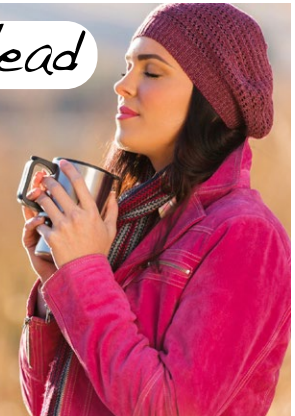
**To achieve more and increase productivity**, the best strategy for most people is going to bed – early.

Reviewing the habits of highly productive people shows they share some characteristics:

## Clear Your Head

### What's on your mind?

Worries? Distractions? Learn to dismiss the chatter in your head so you're free to think, solve problems and get more done in less time. You might even feel less stressed at the end of the day.



### Try these techniques:

- **Move your body.** Take 5 minutes to walk (preferably outside), climb stairs or stretch out stiff muscles. Getting your blood pumping and your body moving can help settle your thoughts.
- **Visualize.** Stop what you're doing and **see** yourself successfully completing today's tasks. Visualize the task by mentally reviewing the steps you need to get there.
- **Practice deep breathing.** As you breathe, put your hand on your stomach; your hand should move in and out. Make your exhale long and peaceful. A few slow breaths can clear the cobwebs and silence your inner chatter.
- **Change your location.** If you have a separate room for your home office, take your laptop to the kitchen for a change or even take your laptop outside (if possible).

- ☑ They don't pull all-nighters. In fact, many go to bed quite early and rise early as well.
- ☑ They don't sacrifice sleep to get more accomplished.
- ☑ They don't sleep with electronics or mobile devices.
- ☑ Many don't need an alarm clock to wake up.

Certainly, lack of sleep lowers productivity. The National Sleep Foundation says most adults require 7 to 9 hours to be at their best. Its 2019 Sleep in America poll revealed that disciplined sleepers (75% of those surveyed) were almost 3.5 times more likely to say they felt well-rested on a typical weekday than those with poor sleep habits (22%).

To get more done, don't fight your fatigue and lose valuable rest. You won't work at your top capacity, and you'll accumulate a sleep debt that drains your energy in the days ahead. Instead, turn out the light, log off, unplug and turn in. You'll get more done tomorrow with plenty of rest behind you.



Harvard researchers found that posing like a superhero before a video conference or online presentation or a test enhances performance. Hold a confident, high-energy pose for 2 minutes before your next big event, and see what happens.



**COVID-19 has forced many if not all of us to cancel travel for and do a staycation at home instead.** But even if you're working from home now, you can still take steps to making that first day back in your home office less stressful.

Here's how to maintain some of that relaxed feeling back at work.

- ✓ **Plan a day to get settled.** Return from your trip a day before you're due back at work, so you can get organized and unpacked, and perhaps check your messages so you know what lies ahead.
- ✓ **Set realistic goals.** Realize that everything probably won't be finished and tied up neatly before you leave. Complete what you can, and delegate or reschedule the rest whenever possible.
- ✓ **Get coverage.** Identify people who can do important tasks while you're away; prepare them for what they'll be doing, and leave detailed instructions.
- ✓ **Plan your first day back.** Avoid scheduling video or conference calls for your first post-vacation day if you can. Make a to-do list of priority tasks to address.
- ✓ **Clean your area.** Finally, tidy up your home office, even it's just the dining room table, so you'll be greeted after vacation with a fresh space that's ready for work.

“You may delay, but time will not.”  
– Benjamin Franklin

## Top 3 Productivity Thieves and How to Fight Them

**You've been at it for hours,** but when you take stock at day's end, you didn't get as much done as you hoped. What's going on? Perhaps you've fallen victim to 1 of these stealthy productivity thieves:

1. **Distractions** – It takes the human mind an estimated 25 minutes to refocus on its original task after being interrupted. To stay focused, turn off your email alert, put your mobile device out of reach, and let coworkers know when you're not available. Set a timer, and address only the task at hand until it buzzes.
2. **Perfectionism** – Avoid re-doing projects once you've finished them. Set yourself a firm deadline for completing a task, and give it your best until then. Accept that **finished** doesn't necessarily mean **perfect**. Free yourself to move on to the next job.
3. **Poor communication** – It's a leading cause of errors and wasted time. Use the right medium to deliver your message. When in doubt, pick up the phone or video chat. Ask questions, and make sure all parties understand everything before moving on.



### Benefits of Meditation: A Growing List

An ongoing study has found that routine meditation and mindfulness therapies provide ongoing relief of stress and depression, as well as improved immune function and biomarkers for healthy aging. The sustained positive effects seen 10 months after the study were also seen in participants new to meditation. Because the research was limited to 91 women, the study's authors said that more research is needed.



The Smart Moves Toolkit, including this issue's printable download, **Medical Testing at Home**, is at [personalbest.com/extras/20V5tools](https://personalbest.com/extras/20V5tools).

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