

TP TOP PERFORMANCE[®]

Helping You Be Your Best.

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Blogging Basics

A quick internet search will bring up thousands of blogs. With practice, you may identify blogs that are poorly written, not on target or worth a read.

Writing a personal blog can be fun and enriching. To ensure your blog's effectiveness, plan before you write. These tips can help:

Focus. Consider the purpose of your blog. Is it to market a product, service or company? To inform people about a particular topic or cause? To record your thoughts and feelings? Always consider your target audience as you write.

Take the high road. Respond to comments courteously and quickly. Be prepared for negative or contrary feedback. Remember that responding with hurtful words lessens the authority of your blog and rarely solves anything.

Think visually. Words are only part of your blog. Consider how you can add visual interest with images, display type, infographics and videos.

Share. Publish your blog on social media, your website and via email. Your circle of contacts and friends is a great place to start publicizing your blog. Network sharing increases your exposure.

Note: Always check with your employer before blogging about your job or workplace.

Ease Eyestrain

Are you spending a major part of your waking hours staring at a digital device?

If so, be aware that excessive screen time can lead to eye problems.

Causes of digital eyestrain:

- Spending more than two continuous hours viewing an electronic screen.
- Using multiple devices simultaneously, such as a laptop and a mobile phone.
- Improper lighting, such as using a mobile device in a dark room or experiencing glare on a computer screen from a window or bright overhead lighting.

Symptoms of eyestrain include:

- ➔ Tired, burning eyes.
- ➔ Dry or watery eyes.
- ➔ Blurred vision.
- ➔ Headache.

Treating eyestrain:

Limit screen time as much as possible – the best remedy for digital eyestrain. Find leisure activities that reduce your exposure.

Look away from your screen every 20 minutes at an object that is about 20 feet away for 20 seconds. This is the 20-20-20 rule. Set a timer to remind yourself.

Avoid digital viewing right before bedtime or in low light – habits that can further tire strained eyes.

Make no-screen time a house rule. Some people designate a box or basket where all mobile devices must stay until morning.

Discuss eyestrain and possible remedies with your optometrist, particularly as they relate to screen viewing.



Taboo Topics on the Job

Staying professional at work means not crossing the line into territory that is too personal or controversial.

The general rule is to not discuss the following at work:

- ➔ Religion.
- ➔ Politics.
- ➔ Personal relationships.
- ➔ Health.
- ➔ Money.



When personal conversations do occur at work, you may find that getting drawn into them is hard to avoid. Here's how to handle taboo talk with grace and respect:

Don't get defensive. If someone voices an opinion you disagree with, avoid arguing or attacking. Instead, steer the conversation in a positive direction or simply say, "Let's agree to disagree and just get back to work."

Discuss without alienating. It's especially hard to avoid taboo topics if you work in a small company or have friends at work. **Best advice:** While at work, keep the conversations short and neutral, don't share intimate details and avoid voicing opinions or judgments that could make others uncomfortable.

How to Survive the 24/7 World

Today, nearly everyone has a mobile device that connects them to people and information anytime, anywhere. This 24-hour connectivity can boost work productivity and save time on the job in many cases, by allowing you to quickly communicate with coworkers by email and attend meetings away from the workplace.

However, a risk with constant connectivity is that you never disconnect from work. Even after you call it quits for the day or when you are on vacation, it might be tough to resist checking in. Working on a mobile device 24/7 can make it harder to separate your job from your personal and family time, and may disrupt sleep.

It's up to you to set healthy boundaries for connection and communication. Here's how:

- 🕒 Work efficiently and stick to your scheduled job hours.
- 🕒 Put your device on silent, so you are less tempted to reach for it every time it sounds an alert.
- 🕒 On vacations, holidays and days off, set aside device-free hours to relax, rest and connect with others face-to-face.
- 🕒 Avoid using electronics in bed. Make sure your first and last activities of the day don't involve a smart device.
- 🕒 Put your device away during meals, while attending an event, such as a movie or play, or having an important in-person conversation.



Do you use a tablet at work? To make the most of your time and productivity using a tablet:

- Attach a keyboard. Heavy touchscreen typing can lead to hand and wrist pain.
- Keep work-related apps front and center on your desktop. Hide or remove the games and social media icons to minimize their distraction.
- Consider installing apps for scheduling, to-do lists, file management, communication and other productivity boosters.



QuikRisk™ Assessment: Rate Your Sleep Habits



Your bedtime habits can have a big impact on the quality of your sleep. Answer these questions to see how your bedtime routine measures up.

1. Do you go to bed and wake up at the same times each day, even on weekends?
Yes (1) No (0)
2. Do you engage in a relaxing, pre-bed routine?
Yes (1) No (0)
3. Do you ban stressful and distracting activities from the bedroom, such as paying bills or working?
Yes (1) No (0)
4. Do you avoid electronic devices in the bedroom before you go to sleep?
Yes (1) No (0)
5. Do you exercise regularly, but not within an hour or 2 of bedtime?
Yes (1) No (0)
6. Is your bedroom cool (60°F to 67°F), dark and comfortable?
Yes (1) No (0)
7. Do you avoid nicotine, caffeine and alcohol too close to bedtime?
Yes (1) No (0)
8. Do you avoid going to sleep hungry or too full?
Yes (1) No (0)
9. Do you ensure you don't drink too much liquid before bed?
Yes (1) No (0)
10. Do you keep your pets out of the bedroom?
Yes (1) No (0)

How did you do?

8 to 10 points: You have healthy sleep habits. Continue your routine.

4 to 7 points: Nicely done. You have some good sleep habits, but you also have areas you can improve.

1 to 3 points: Work on all the issues with **no** answers to improve your sleep habits and start paying down your sleep debt. Getting a good night's sleep is worth the effort.

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, Tips for 10,000 Steps, is at personalbest.com/extras/21V4tools.



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