

TP TOP PERFORMANCE[®]

Helping You Be Your Best.

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Bounce Back from Setbacks

We all experience negative events. Why do some people seem to recover from them more easily than others? The key is **resilience**. You can learn to better endure hard times:

Accept change. It's a part of life.

Look ahead. Your current situation might be difficult, but it won't last. Meanwhile, try to adapt and see beyond the present to better times.

Connect with others. Forge strong relationships you can count on in tough times.

Recognize your self-worth. You can bounce back. No matter how bad you feel today, always believe in yourself.

Reduce stress. Life is generally easier with regular exercise, rest, a healthy diet and daily relaxation.

Set a goal and work to achieve it. Moving in the right direction and seeing progress can help you see your way to better circumstances.



We all experience setbacks. Being resilient comes with practice: Try to develop a positive attitude that helps you accept circumstances and move beyond them.

Online Classes 101

Many study programs are accessible online. You can earn an advanced degree or specialty certification, or pursue continuing education or job training at your computer.

Online learning is flexible, so you can take classes, study and fulfill assignments on your schedule from the comfort of your home. But be prepared for some challenges. Use these tips to help you succeed in the online learning environment:

Before you start the class, make sure you have the right digital setup with the required software and hardware. Get accessories you need, such as headphones or a flash drive.

Avoid the easy trap. Sometimes people take classes online because they think they will be easier than traditional classroom learning. Remember, the same amount of work is required to succeed in an online class as in a traditional setting.

Set a schedule for studying, completing assignments and taking tests. Unlike in a traditional classroom, there are no instructors or fellow students nearby to help you stay on track.

Take the initiative. It is up to you as an online learner to take charge of your comprehension and progress.

Engage with others. Use online forums, email or instant messaging to interact with the instructor and fellow students, if available. Asking questions, participating in discussions and exchanging ideas and insights will deepen your online learning experience.



Cultivating POSITIVITY

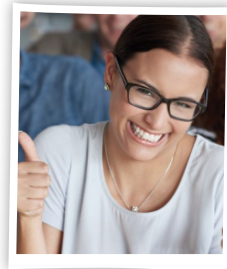


When you maintain a positive mindset, life seems easier. You get more done, feel more motivated, take setbacks in stride and have more energy and focus. Your positivity can also motivate others in the workplace — while being negative can have an opposite, toxic effect. To cultivate positivity, and enjoy your life and work more, practice these three habits:

1. Rely on your own abilities to get you through the day, rather than being at the mercy of your surroundings; don't rely on external sources for direction.

2. Learn to control your feelings. You can't control what others do or what happens in life. You can, however, manage how you react. Choose consciously to react positively instead of getting angry or depressed.

3. Avoid negativity. Whenever possible, avoid people who often complain or point out problems with no solution. Avoid reading and listening to negative news. Instead, be with people who make you feel happy and upbeat. Read or listen to something inspiring each day.



How to Put Off Procrastinating

If you're reading this to put off something you should be doing, you're in luck. Following are some procrastination profiles. If any of them seem familiar, here's what you can do to get back on track:

Are you seeking perfection? You find it hard to let go of tasks until they are done to your high standards, so you put off finishing them.

Solution: Tell yourself that **good enough** is okay. Praise yourself and allow yourself to feel a sense of accomplishment for making progress.

Are you avoiding unpleasant tasks? If you don't like what you are working on or feel unsure of yourself or how to complete it, you might keep putting it off.

Solution: Choose a manageable schedule and concrete goals for the work you are avoiding. Tackle one task at a time within the project rather than focusing on the whole matter, which may be intimidating you. Reward yourself with a more pleasant task for each milestone you reach.

Are you prone to distraction? You check social media, take a phone call, get a drink of water and a snack, or read every email right when it arrives. You have the best intentions to get work done, but it is far too easy to do what feels more urgent or pleasurable than to focus on the long-term project at hand.

Solution: Choose a specific time to work on a single task free of distractions. Turn off your email and social media alerts and stow away your mobile device. Then you can get to work.



Make the Most of Your Vacation

Summer vacation season is nearly here. Get the most from that precious time off with these tips:

- 1 Although you're likely staying home, make some plans.** Structure will help you avoid feeling like you wasted vacation time.
- 2 Leave some breathing room.** While planning is good, leave enough free, unscheduled time to rest, recharge and be spontaneous.
- 3 Let go of pressure.** Take the vacation that feels right for you. Resist pressure from family or friends to use your time off in ways that may become stressful for you.
- 4 Disconnect.** Unplug from work, devices, news feeds and other distractions.
- 5 Don't skimp on sleep.** You need seven to nine hours of sleep all the time, not just when you're working, even if you work from home.

Did you know? Among American employees surveyed by the U.S. Travel Association in 2019, 55% of those who earned paid vacation days didn't take all of them. They didn't use 768 million days of paid time off.



On the Job with Your Phone

Your smartphone is a powerful tool, often smarter than a traditional computer. Turn your mobile device into a productivity booster at work with these strategies:



First, be aware of security and privacy rules. Know and follow your employer's policies for using mobile devices. You may be able to **bring your own device (BYOD)**, or you may need to use a designated phone to access company information.

If you do BYOD, know that your employer may need to access it or even wipe your data if you leave your job or a privacy concern arises.

Other options: Consider using separate phones for work and personal tasks, or store and access work and personal files in separate accounts. Also, make sure all files you create or store on your smartphone are backed up to a cloud or hard drive, or using another storage method.

Next, find the right tools to enhance mobile productivity. Many apps are available to help you schedule and organize large projects, videoconference, collaborate on documents, take notes, voice record and even create presentations. Research apps, especially before you buy, and look for those that will help you save time and increase flexibility in your work.

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, **Q&A: How to stop worrying?**, is at personalbest.com/extras/21V5tools.



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