

# TP TOP PERFORMANCE®

Helping You Be Your Best. ....

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## Fatigued vs. Tired

**Is that weariness just a sign you need to go to bed earlier, or is it something more?** Review the difference between feeling tired and true fatigue.

### Feeling tired:

- It is temporary, only lasting until an underlying cause goes away.
- It gets better with rest.
- It has an identifiable cause, such as working extra hours, recovering from an illness, having a new baby or jet lag, or going through a stressful situation.

### Prolonged fatigue:

- It lasts for weeks or months.
- It doesn't improve with rest.
- It interferes with daily activities.

**Fatigue can be a sign of an underlying cause that requires lifestyle changes or medical attention, such as:**

- Too much or no exercise.
- An unhealthy diet.
- Depression
- Anxiety.
- Overuse of alcohol or medications.
- An underlying medical condition, such as heart disease, a sleep disorder, cancer, type 2 diabetes, obesity or anemia.

**If you feel so deeply tired** that you have trouble concentrating or cannot complete daily activities for two weeks or more, see your health care provider. Fatigue — as well as lifestyle habits and medical conditions that can cause it — is treatable.

## 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.

**Put your device away during meals**, while attending an event, such as a movie or play, or having an important face-to-face conversation.

**Avoid using electronics in bed.** Make sure your first and last activities of the day don't involve a smart device.



## Weighty Matters

**If you're struggling** with a serious weight problem, you're not alone — more than a third of U.S. adults are obese. Keep in mind, **losing as little as 5% to 10% of your body weight offers significant health improvement**, even if you never achieve your ideal weight.

**First step: Meet with your health care provider.** Together, review your health habits and history to learn which behaviors, related illnesses or physical or psychological factors are causing weight gain or making weight loss difficult.

**Second step: Walk it off.** Burning a hundred or so calories per mile might not seem like much, but it can inspire better weight control and confidence that you can feel well again. Try to fit in a walk every day. Get at least 150 minutes of moderate-intensity physical activity (e.g., brisk walking) weekly.



# Best Work Snacks

When hunger strikes at work, you may find yourself heading for the vending machine or grabbing the leftover chips and cookies from the lunch meeting.

**Set yourself up for nutrition success** by packing healthy, satisfying snacks within easy reach. When you make snacks part of your sensible eating plan, you can focus better, feel more energetic and control your weight. Rely on these high-energy snacks:

- Apple slices and string cheese.
- Whole-wheat crackers with peanut butter or cheese.
- Carrots or celery with hummus.
- Vegetables with ranch dip.
- Plain yogurt with fresh fruit.
- An ounce of nuts (20 to 25 almonds).
- Pita chips with salsa or guacamole.
- Hard-boiled egg.
- Instant oatmeal (choose unsweetened, plain oatmeal and add fruit).



- Berries, grapes, apples and other portable fruits.
- Air-popped popcorn (top with one to two tablespoons of Parmesan cheese instead of butter and salt).
- Whole-grain dry cereal (make sure sugar is far down on the ingredients list).
- Cherry or grape tomatoes.
- Medium banana.

## Snacking Quick Tips:

**Watch** serving sizes. Aim for fewer than 200 calories.

**Combine** protein with carbohydrates to feel full longer.

**Avoid** added sugar.

**Drink** lots of water.

# Protect Your Home Office

**How's your remote work style working out?** These tips may help you lead a better and more rewarding work-from-home life.

**Everyone who works remotely** will benefit from creating and maintaining effective boundaries between work and a personal life beyond it. Easier said than done, especially if you are just starting to make the separation.

**First, stick to regular hours — and ensure coworkers and family know and respect your schedule.** Having clear guidelines for when to work and when to call it a day is the first step in maintaining work-life balance.

**Set clear boundaries between your office and the rest of your home.** Leave work and your work space behind each day to enjoy personal non-work activities.

**Set ground rules for people and your work space.** If you have children who are schooling at home or who come home from school while you're still working, be clear about what they can and cannot do during your work time. Be consistent.

**Guard the hours when you're most likely to complete difficult work.** And try to avoid interruptions and scheduling meetings during that time.

**Also:** Turn off notifications on work devices at the end of your work shift; avoid looking at your inbox after ending your work day. And energize yourself with a routine exercise period during a lunch break or at the end of your work day.



# Workshop Wisdom

**You don't need to be nervous about running a workshop,** provided you know your subject matter and are well prepared. With the right plan, you can deliver a successful session that keeps your audience engaged. Try these strategies:

## Preparation:

**Identify the workshop's primary goal,** which will dictate the information you share and how you deliver it. Keep the desired outcome front and center as you prepare your workshop.

**Build the right attendee list.** Determine who will benefit most and whether decision-makers must attend. Group size is key. For example, if you are planning group brainstorming or teambuilding, fewer attendees might be best. Or if you're teaching procedures or introducing a new system, choose individuals who are the most affected.

**Design an active session.** The more audience involvement and engagement, the stronger the learning outcome.

## Delivery:

**Divide the workshop content into sections.** Include time for discussion, hands-on work or practice, and fun interaction between participants. Adhere to time limits.

**Break into groups for work and discussion,** particularly if your audience is large.

## Follow-up:

**Survey participants** about what worked or what didn't. Use the feedback to improve your next session.



**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://coronavirus.gov).

The **Smart Moves Toolkit**, including this issue's printable download, **The Value of Prevention**, is at [personalbest.com/extras/23V2tools](https://personalbest.com/extras/23V2tools).



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