

# OnTrack to Wellness

Brought to You by the NYC Transit HR Benefits Wellness Team

May 2019

Helping You Be Your Best. .... 05.2019

## How to Take Pride in Your Work

No matter where you work or what you do, feeling proud of your accomplishments and the job you perform can make a difference in your day. Maintaining a sense of pride can create a positive cycle in this way:

- 1 You notice what you do well and what goes right at work.
- 2 You feel better about your job.
- 3 You are motivated and engaged.



### To cultivate pride at work:



- **Expand your view.** Step back and see the work you are doing in the context of its greater role. Focus on how it helps the project or team, the company, or your own personal aims.
- **Make good use of your time.** Get organized and use time management to become more efficient. Getting more done in less time can help you feel more accomplished.
- **Strive for balance.** Engage in fulfilling activities outside work so you feel proud of yourself as a person and gain the confidence to tackle work challenges.



## Seeking Solutions at Work

**Problem-solving is part of nearly every occupation**, so knowing how to troubleshoot effectively and efficiently is an important key to being productive at work. Next time you're faced with a problem, try these steps:

**Define:** Calm down and examine the problem neutrally to truly understand it. How did it happen? What was the cause or source? What is the likely effect? This helps put the problem in perspective, so you begin solving it with a clear head rather than panicking or blowing it out of proportion.

**Strategize:** To come up with possible solutions, you might brainstorm options, work backward from your intended end result, talk with colleagues, or review how similar problems have been resolved in the past.

**Test:** Rehearse possible solutions and scenarios, mentally or for real. Consider all possible solutions with an open mind, even if they seem silly at first.

**Evaluate:** How did it go? Perhaps your solution only solved part of the problem, didn't solve it at all, or solved it but created another issue you now must solve. Or, maybe it was exactly right. None of these scenarios are failures.

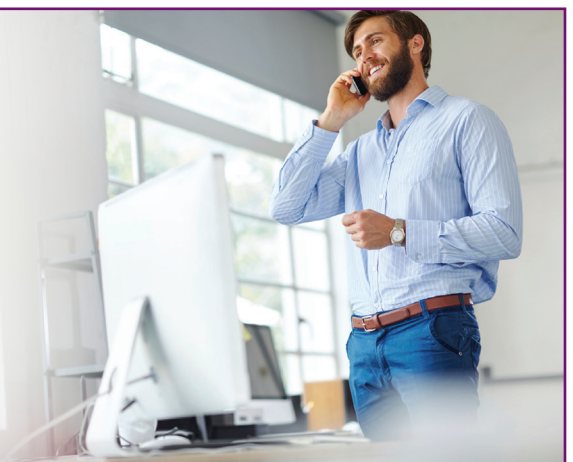
**Remember, it can take multiple attempts to solve a problem, and every step is part of the learning process.**

## Is Fidgeting Exercise?

**Research shows that sitting is bad for your health**, yet the average person spends more than half of his or her waking hours sitting at work and during leisure pursuits such as watching television. Health hazards of sitting too much may increase your risk of cardiovascular disease, type 2 diabetes and cancer.

Lean individuals tend to engage in more spontaneous movement than those who are overweight, according to the same researchers who investigated the hazards of prolonged sitting. They jiggle their legs and drum their fingers, as well as walk around while talking on the phone. This fidgeting may act like a form of exercise, and researchers suspect it may help counteract the ill effects of too much sitting.

**Aim to move more throughout the day. Stand up to do work when you can. Lift hand weights or use a treadmill while you watch television. You burn more calories, and you may protect yourself even more against ill health.**



# Try Life in the Slow Lane

**If you're always feeling rushed and frantic, change your pace.**

Move over to the slow lane. You might find that you achieve more and have a clearer head. Some tips:

**Put some air in your schedule.** Instead of scheduling tasks and appointments one after the other all day long, leave some breathing space in-between. Allow yourself more time than you think you need to complete each item.

**Change your focus from quantity to quality.** Packing as many tasks as possible into your day can be exhausting and inefficient. Instead, choose 1 or 2 crucial tasks that you'd like to complete to the best of your ability.

**Slow down outside of work, too.** To preserve your energy, do everything at a more relaxed pace — eating, walking, showering, talking. When you find yourself thinking about what you will do or say next, return your full attention to the here and now.

**Take everything a little easier.** Slowing down might present some changes and challenges, but it may also bring unexpected rewards, such as more time to enjoy the little things and a less hectic routine.



**The bottom line:** *Working fast and frantic can become a habit, lending a sense of panic to everything you do. Calm down, take it slow and recognize that not everything is an emergency.*



## Get the Most *Out of* Webinars

**You're at a webinar** – and talking on the phone, organizing your to-do list, or eating your lunch at the same time. Webinars can be a useful source of information and a valuable productivity tool. Put your lunch away, and get more out of webinars with these strategies:

⇒ **Take notes.** Even though the material is being presented on your screen and you may even be able to access it later, take your own notes as the webinar progresses. This will help you stay focused, synthesize the information, and remember it better later.

⇒ **Stay focused.** Attending a webinar can be an easy excuse to keep half an eye on your screen while doing something else. Give the training your undivided attention, and avoid multitasking. Perhaps set a goal at the webinar's outset for what you hope to gain from it to help you stay on task.

⇒ **Participate.** Most webinars today allow you to ask questions, make comments, raise issues, and even have discussions with other attendees. Use the technology well, and participate fully. This will help make the webinar more relevant to you, and can also provide a networking and information-sharing opportunity.



## What's on the Menu? *Eating Together*

Scheduling time to eat meals together has far-reaching benefits. Family dinners give busy parents and kids time to share achievements, news and problems and foster a more productive family unit. Studies show family dinners boost children's vocabularies, self-esteem and interpersonal skills. What's more, University of Minnesota researchers found eating together lowers the odds teens will experiment with drugs and other risky behaviors and improves parent-child relationships across the board. While there's no magic number of family meals you need for benefits, aim for several every week.



The **Smart Moves Toolkit**, including this issue's printable download, **Eating the Mediterranean Way**, is at [personalbest.com/extras/19V5tools](https://personalbest.com/extras/19V5tools).

05.2019

TopPerformance® is published to provide readers with the information and the motivation needed to achieve and maintain a healthier lifestyle. The content herein is in no way intended to serve as a substitute for professional advice. Executive Editor: Susan Cottman. Medical Editor: Zorba Paster, M.D. Sources available on request. © 2019 Ebix Inc. All rights reserved. Unauthorized reproduction in any form of any part of this publication is a violation of federal copyright law and is strictly prohibited. Personal Best® is a registered trademark of Ebix Inc. Two Perimeter Park South, Suite 160 East, Birmingham, Alabama 35243 • 800-871-9525 • fax 205-437-3084 • e-mail: [PBEditor@ebix.com](mailto:PBEditor@ebix.com) • website: [www.personalbest.com](http://www.personalbest.com)