

# OnTrack to Wellness

Brought to You by the NYC Transit HR Benefits Wellness Team

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Helping You Be Your Best. .... 10.2022

## Making Happiness Last

**When something good happens, you feel happy.** But in time, that happiness fades. According to the psychological principle **hedonic adaptation**, the newness wears off happy events and we tend to return to our previous, less happy, emotional state.

**Is all happiness fleeting?** Not necessarily. There are steps you can take to feel happier and more content every day, rather than for a single, shining moment:

**PRACTICE gratitude.** Taking time to appreciate the good elements of your life, big and small, can make you feel more fortunate and happier. Some people keep a gratitude list or journal, where they write down what they are thankful for every day.

**SHAKE things up.** Getting mired in a daily routine can be comfortable, but it can also make you feel stuck and lower your mood. Seek out new challenges and opportunities, accept positive changes into your life, and dedicate yourself to new goals. Feeling accomplished, competent and energetic are great ways to foster happiness.

**EASE up.** Instead of constantly trying to achieve or gain more, decide to be satisfied with what you have. Don't expect so much from yourself, others or the world that you are constantly disappointed.

**SMILE more.** Adopting a more positive attitude and expression, even if you are faking it, can lead to an uptick in your mood.



**Reminder:** Daylight Saving Time ends in the U.S. on Sunday, November 6, at 2 a.m. When you go to bed on Saturday, November 5, you'll turn back the clocks one hour if you live in an area that observes Daylight Saving Time. Don't forget devices and appliances, such as microwaves and ovens, that have clocks, too. Resist the urge to stay up late on the Saturday night of the time change. The National Sleep Foundation recommends going to bed at your usual time so you log an extra hour of sleep to offset any sleep debt. Gradually change your bedtime and wake-up time by 15 minutes every two days to ease the adjustment.

## Qualities of a TOP Performer



**People who consistently achieve their goals** and go the extra mile have certain qualities in common. Develop and grow them within yourself, and you, too, can be a top performer.

**1. Dedication.** High achievers often make their performance look effortless, but behind the scenes you will find day-to-day diligent work, strict adherence to goals and a willingness to stick it out through setbacks and struggles.

**2. Teamwork.** Top performers rely on a strong support network, cooperate with others, know to ask for help when they need it, and aren't afraid to share credit.

**3. Stress management.** Top performers know how to handle the stress that comes their way. They keep frustration from getting the best of them and recognize that they can't always change circumstances, but they can change how they react to them.

**4. Growth.** Highly productive people seek opportunities, ask questions, and maintain curiosity and enthusiasm for learning new things. They focus on their goals and stay engaged with their work.

**5. Leadership.** Star performers motivate their peers, communicate well and act as role models for others.

**Top performance is within your reach, especially if you work on developing these five-star qualities.**



## Email and Texting Etiquette

**Today's instant digital communication** makes it simple and fast to get your message across. When you're typing with two thumbs on the go, remember these etiquette tips:

**Consider.** Before you hit **send**, consider the aim of your communication. Is an electronic message the best way to convey your message? If you're explaining a complicated problem, sharing sensitive news or making several points, it might be better to talk in person, on the telephone or via video chat.

**Simplify.** Emailing and texting work best for short messages and simple requests. If a lengthy or large group conversation is required, the point can get lost in long chains of texts and emails.

**Think.** Read before you send. Does it make sense? Is the tone courteous and professional? If you use a voice-to-text feature or type quickly, proofread for typos and potential miscommunication.

Emailing and texting are convenient, but remember that the rules of professional courtesy and communication apply — even on the fly.

## Practice makes perfect?

Not necessarily. Research suggests that practice accumulated over time doesn't influence individual differences in skill and performance as greatly as originally thought. Practice is important, but there isn't always a direct correlation between how much people have practiced a sport, musical instrument or an educational or professional task and how well they perform it. Researchers think other factors besides practice also influence expertise, including the age a person became involved in an activity, working memory and cognitive abilities.

## 6 Great Reasons to Walk

**Walking is one of the best exercises around. Take a look at these six great reasons to walk.**



- 1 You'll do your heart and body a favor.** According to the American Heart Association, walking reduces the risk of coronary heart disease, improves blood pressure and blood sugar levels, lowers cholesterol, reduces risk of breast and colon cancers, and helps maintain a healthy body weight.
- 2 It improves your mental outlook.** Walking improves your mood, and studies show that walking regularly may help reduce depression symptoms.
- 3 You'll reverse the effects of too much sitting.** Sitting for long periods leads to muscle deterioration and causes fat to accumulate in the body. Walking regularly, as well as getting up from your seat periodically to walk around during the day, can fend off these effects.
- 4 It's low-cost exercise.** All you need to walk is a sturdy, comfortable pair of shoes.
- 5 It's fun.** You can walk with a friend, walk to explore new places or challenge yourself to take more steps each day.
- 6 You don't need to learn anything.** You're already an expert at walking. Maintain good posture, stay relaxed, and pick up the pace for more challenge and greater health benefits.

## How to Avoid OVERTHINKING

**When you overprocess,** worry about, and overthink what's happening, you can block your natural intuition and instincts, making it harder to complete a task or achieve a goal.



Researchers have identified two types of memory: implicit and explicit. **Implicit memory** recalls things with little conscious thought. It allows you to climb on a bicycle and start riding, for example. **Explicit memory**, on the other hand, involves conscious effort and thought.

When researchers stimulated the prefrontal cortex in subjects' brains — the area responsible for complex thinking — people's performance on memory tests suffered. Subjects did better when they relied on intuition and implicit memory, rather than intense thought, to remember and answer questions.

**Too much thinking is also linked to poor performance under pressure.** When you overanalyze a task, you may become unable to act. This is sometimes called **analysis paralysis**.

### SIGNS of overthinking:

- ➔ Questioning decisions, or putting off decisions until you have considered every angle.
- ➔ Thinking about one task or problem obsessively, to the exclusion of everything else on your schedule, costing time and energy.
- ➔ Frequently procrastinating or falling behind.
- ➔ Worrying excessively.

### WAYS TO STOP overthinking:

- ➔ Work on something other than the task you're thinking about for a while to give your mind a rest.
- ➔ Stop thinking about everything that might go wrong. Instead, visualize successfully completing the task.
- ➔ Don't wait until conditions are right and you've considered every pro and con. Trust your instincts and act.

**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, **Get a Move On**, is at [personalbest.com/extras/22V10tools](https://personalbest.com/extras/22V10tools).



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