VOICE & COMMUNICATION STRATEGIES WHEN USING

FACE MASKS

Using voice and communication strategies may improve your speech and reduce vocal fatigue. Consider trying them all and choosing 2-3 that work for you!

MICROPHONE

- Sits on the ear or pins to the shirt, with speaker at the belt
- Makes your voice louder so that you do not need to yell to be heard
- This strategy can help if you are speaking with background noise, in a large space, or around lots of people

CLEAR SPEECH

- Over-articulate so that your sounds/words are more clear
- Open your mouth wide, move your tongue more, and speak slowly
- Pretend like someone is still trying to read your lips to understand you
- This strategy may help if you find you mumble more while wearing a mask or find that people have trouble understanding you

POSTURE

- Posture is important for breathing and alignment
- Relax your neck and shoulders, and make sure your ears and shoulders are in line with each other
- This strategy may help if you find you are short of breath while talking

HYDRATION

- Take small sips of water throughout the day
- Try to drink eight, 8-oz glasses of water (64 oz in total)
- Use a water bottle with a straw so you do not have to completely remove your mask when drinking

VOCAL NAPS

- Taking vocal breaks or "naps" can help to rest your voice
- Try to take a 5-minute rest break per hour, or 2-3 10-minute breaks over the day
- Consider setting an alarm on your phone/clock for yourself
- This strategy may help if you feel fatigued after talking for a long period of time

VOCAL WARM-UP

- Complete vocal warm-up for 3-5 minutes prior to starting your workday
- Begin a hum at a comfortable pitch and volume, making sure your voice sounds clear and strong
- Try varying your pitch up and down to comfortable levels

STRATEGY	WEEKLY GOALS	DID I MEET MY GOAL THIS WEEK?	WEEKLY SELF-ASSESSMENT
	Wear a microphone at work while I am… ☐ in a loud environment ☐ working directly with customers ☐ making announcements ☐ Other: _____	How many days did I **wear a microphone?** ☐ Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun How often did I use this strategy per day? ☐ Rarely ☐ Sometimes ☐ Almost all the time	At the end of the week, my voice feels… ☐ Strong ☐ Breathy ☐ Tired ☐ Clear ☐ Raspy ☐ Painful ☐ Easy ☐ Hoarse ☐ Tense Notes: _____ _____
	Over-articulate my sounds and speak more slowly while… ☐ talking on the phone ☐ talking to customers and colleagues ☐ talking in loud environments ☐ Other: _____	How many days did I **use clear speech?** ☐ Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun How often did I use this strategy per day? ☐ Rarely ☐ Sometimes ☐ Almost all the time	At the end of the week, my voice feels… ☐ Strong ☐ Breathy ☐ Tired ☐ Clear ☐ Raspy ☐ Painful ☐ Easy ☐ Hoarse ☐ Tense Notes: _____ _____
	Maintain **aligned posture** while… ☐ talking on the phone ☐ sitting at my desk ☐ working on the computer ☐ communicating with colleagues ☐ Other: _____	How many days did I **align my posture?** ☐ Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun How often did I use this strategy per day? ☐ Rarely ☐ Sometimes ☐ Almost all the time	At the end of the week, my voice feels… ☐ Strong ☐ Breathy ☐ Tired ☐ Clear ☐ Raspy ☐ Painful ☐ Easy ☐ Hoarse ☐ Tense Notes: _____ _____
	Choose your goal: ☐ Drink ____ oz of water a day ☐ Remember to take ____ sips per hour ☐ Drink with a straw ____ times a day	How many days did I **sufficiently hydrate?** ☐ Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun How often did I use this strategy per day? ☐ Rarely ☐ Sometimes ☐ Almost all the time	At the end of the week, my voice feels… ☐ Strong ☐ Breathy ☐ Tired ☐ Clear ☐ Raspy ☐ Painful ☐ Easy ☐ Hoarse ☐ Tense Notes: _____ _____
	Choose your goal: ☐ Take 5-min breaks once per hour ☐ Take three, 10-min breaks during my workday ☐ Other: _____	How many days did I **take vocal naps?** ☐ Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun How often did I use this strategy per day? ☐ Rarely ☐ Sometimes ☐ Almost all the time	At the end of the week, my voice feels… ☐ Strong ☐ Breathy ☐ Tired ☐ Clear ☐ Raspy ☐ Painful ☐ Easy ☐ Hoarse ☐ Tense Notes: _____
	Complete 3-5 mins of **vocal warm-up**… ☐ when driving to work ☐ when getting ready at my desk ☐ while organizing my day ☐ while waiting in line for my breakfast ☐ Other: _____	How many days did I do **vocal warm-ups?** ☐ Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun How often did I use this strategy per day? ☐ Rarely ☐ Sometimes ☐ Almost all the time	At the end of the week, my voice feels… ☐ Strong ☐ Breathy ☐ Tired ☐ Clear ☐ Raspy ☐ Painful ☐ Easy ☐ Hoarse ☐ Tense Notes: _____