1. Stay hydrated: Have a water bottle handy and drink sips frequently. Note caffeine is dehydrating.

2. Think ergonomics: Posture is important. If working virtually from home, elevate the screen so your chin will remain parallel to the floor.

3. Pay attention to your breathing: Your breath is the power source for volume; sit/stand upright and breathe “down to your belly”.

4. Keep sentences short to allow time to take a breath.

5. Minimize speaking over noise to avoid straining the voice.

6. Try the following if you need to speak OVER NOISE in the environment:
   - Use a WHITE/ERASE BOARD or TEXT for simple messages that may be changed.
   - Provide frequent information via WRITTEN INSTRUCTIONS: directions, daily specials.
   - Consider a portable voice amplifier if talking with a mask outside and/or talking in a very noisy space.

7. Avoid long phone conversations when experiencing vocal fatigue.

8. If you experience a TIRED VOICE during the day, give yourself a break: for every 50 minutes ON take 10 minutes OFF from speaking.

9. Avoid spicy and/or acidic foods and excessive caffeine which may contribute to acid reflux. Acid reflux may cause irritation to the throat and vocal folds.

10. Seek medical advice from your doctor, primary care physician, or ENT (ear, nose, and throat doctor) if your vocal fatigue or hoarseness lasts more than 2-4 weeks and does not get any better!

For more information check out these additional resources from ASHA:
   - https://leader.pubs.asha.org/do/10.1044/leader.MIW.25082020.34/full/