



Ear, Nose and Throat Associates of Northern Colorado

Vocal Hygiene

Increase water: 8-10 glasses a day. Drink continuously throughout the day. You are hydrated when you urine is pale in color. (This will not apply if you take a multi-vitamin)

Avoid drying agents:

- Caffeine: in Cokes, Coffee, Tea, Chocolate, Vivarin, No-doze, etc.
- Antihistamines
- Alcohol: Beer, Wine, Liquor
- Very hot or very cool air
- Minimize dairy products

Avoid airborne irritants: smoke, stage smoke, chemicals, painting, cleaning, etc.

QUIT SMOKING: Do not use tobacco (smokeless or otherwise)

Therapeutic measures:

- Black currant pastilles
 - Use these to moisturize your mouth in place of cough drops (no menthol), Glycerin based to thin secretions. For distributors call 1-802-362-8460 or visit Vermontcountrystore.com or use Ricola cough drops found in your local pharmacy.
- Cool mist humidifier or vaporizer
- Get at least 8 hours of sleep per night to minimize the effects of fatigue
- If you are on regular medication, check to make sure they have no undesirable effects, especially dry throat, mouth or nose.

Abuses:

- Yelling, shouting, crying, laughing loudly
- Speaking loudly or for long periods of time
- Speaking while sick- laryngitis or upper respiratory infection
- Excessive throat clearing
- Exertion from exercise (heavy breathing)
- Avoid speaking while running or lifting
- Avoid odd sound with you voice (imitations, animals, environmental noises)
- Breathe through the nose and not the mouth
- Do not whisper, speak softly instead

Pacing: 60/10 rule, if you have been talking for 60 minutes, rest and be quiet for ten minutes. Have structured voice breaks. Time yourself. Delete all unnecessary talking. Focus your voice and look at your listener face to face. Be within arm's length of your listener.

Phone: use the correct posture and try to limit the number of calls each day. Use caller ID, an answering machine, or delegate someone to screen your calls.

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