

# Healthy Pathways



## Resilience Tip: Optimize Your Energy

**B**eing productive isn't just about goals, organization, motivation, and time management. It's also about managing the energy you must have to accomplish tasks. Physical, emotional, and mental energy are your three "energy spheres." Nurture them, replenish them, and be aware of their peak periods. This is the art of energy optimization. The goal is to align tasks with the times of day when energy spheres are strongest so you can work efficiently and keep your momentum. When energy is low in one area—say, mental clarity—it's smarter to shift to a task requiring physical movement. For example, postpone a project until tomorrow morning if this is usually when your mental energy peaks. For now, with 30 minutes left in your day, straighten your desk to prepare for tomorrow when physical energy is more available. Paying attention to energy optimization can help prevent overexertion, reduce mistakes, and boost productivity. Try this: During the day, log and rate your energy using a scale ranging from 1 to 10—physical, mental, and emotional. Patterns will reveal your peaks. Once you know them, you'll likely use them to accomplish more.



## Empathy's Power in the Workplace

**T**he importance of empathy in the workplace can't be overemphasized. How would you rate your ability to sense others' unspoken concerns, recognize when a coworker is struggling, or adjust your communication style so it matches the needs of a coworker at the moment? If that ability is high, your coworkers are probably more inclined to share their ideas with you, admit mistakes, and trust your advice. Here's why: Your empathetic style creates a psychologically safe workplace. To grow empathy skills, be genuinely interested in maintaining positive relationships with coworkers. Slow down, give full attention, and resist the urge to interrupt or plan what you are going to say while they're speaking. Ask clarifying questions, and if you are sure you understand what your coworker just said, reflect back (i.e., I heard you say that...). This reflection is experienced as validating, and it will deepen your relationships, and you'll witness positive effects that ultimately make your job more meaningful.



INOVA EMPLOYEE ASSISTANCE PROGRAM

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FALL 2025