

RECHARGE



FIND THE ENERGY YOU NEED

 CommonHealth

I'm just tired.

Why does
everything
feel
so hard?

I'm drained.

The couch
keeps calling
my name.

How am I ever
going to
catch up?



THE MYSTERY OF ADULTHOOD

How can I spend all day sitting at a computer and go home feeling exhausted?

How do I find the energy to do the things that I like when I feel so tapped out at the end of work?

Where do I catch a moment of peace in jam packed days?

Everyone's energy gets low sometimes, and when we are tired, we usually try to sleep more. But what happens when we are getting the right amount of sleep, but still feel wiped out? Maybe you need a different kind of rest.

Use this booklet to learn more about what works to recharge your batteries, beyond a good night's sleep, to help you have the energy you need.

SLOW DOWN

Breaking out of everyday thought is a big part of replenishing our energy stores.

How do you like to slow down and focus on the present moment? Some find this when they practice yoga, like the figure on the right. Maybe you get this feeling when you go fishing or are out for a walk.

You can also get it from crocheting, playing an instrument, volunteering, hiking, or thousands of other things that allow you to find stillness in a busy world.

Sometimes it can be a small thing, like taking a nice sip of coffee before you start your workday or packing a healthy lunch.

Think about what helps you tap into this feeling on the pages that follow.

Good stuff happens when we relax

Breathing slows

Heart rate decreases

Blood pressure decreases



Hormone levels rebalance

Brain waves slow and
mental processing slows

Muscle tension decreases

Blood sugar decreases

Cells repair

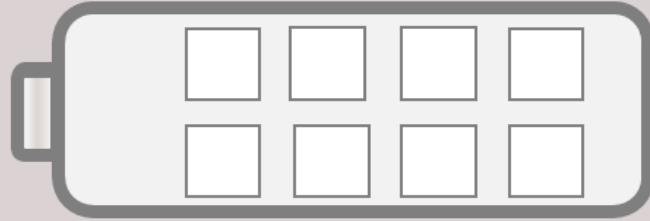
DOING LESS TO LIVE MORE



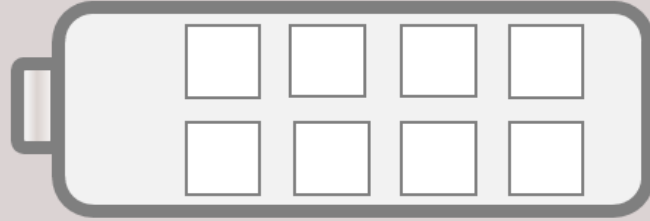
When you're feeling stressed and overwhelmed by endless tasks and responsibilities, the last thing you'd think of would be to do less. We almost always try to do more.

However, how you use your limited energy is the key to balancing restful and restorative activities and the tasks and interactions that drain us.

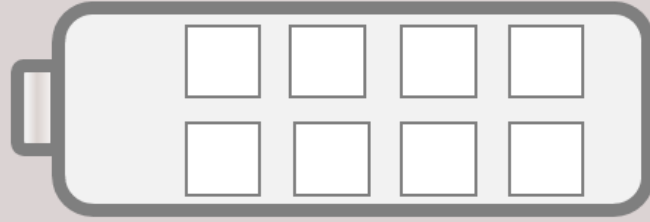
How do you strike a balance between all of the things competing for your time and attention? You have that answer. In the following pages, learn about the 7 kinds of rest and what works for you to keep your energy where you'd like it to be.



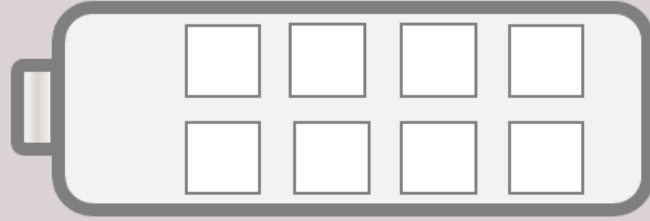
MENTAL



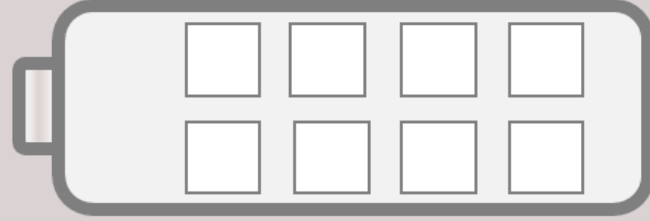
SPIRITUAL



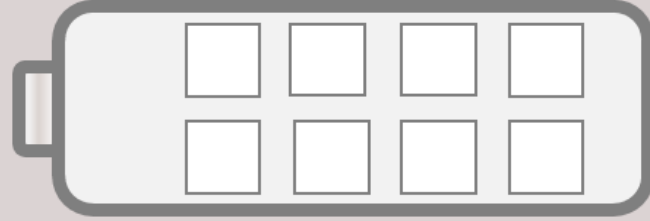
EMOTIONAL



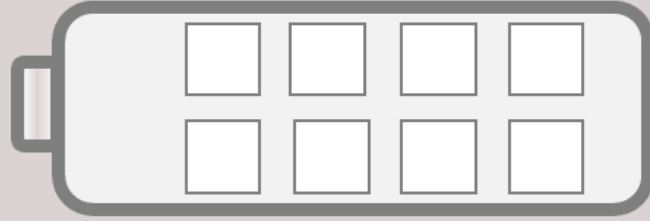
SOCIAL



SENSORY



CREATIVE

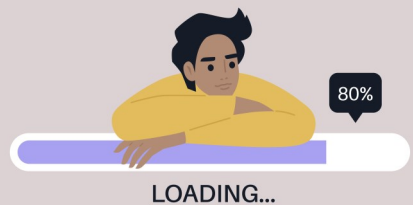


PHYSICAL

MENTAL REST



The ability to quiet your mind and focus. Though the muscles in your body can be completely relaxed, the mind can still be active, and racing thoughts can drain you. If your day draws primarily on your mental resources, you may find that tiredness comes in the form of loss of concentration, cynicism, irritation, apathy or “brain fog.”



Recharging ideas

- » Slow down and breathe –Even a one minute break can help
- » Try the 20-20-20 rule: every 20 min. look at something at least 20 feet away for 20 seconds
- » Try a relaxation exercise– search [CommonHealthVA](#) on YouTube
- » Use healthy foods to fuel your brain

What helps you focus?

» _____

» _____

» _____

» _____

» _____

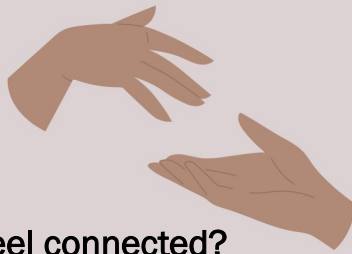
SPIRITUAL REST

Finding meaning and purpose.

Spiritual rest and reflection is important to our wellbeing. There are people who live balanced, fulfilling lives, yet who still experience a kind of deep weariness at life. The questions into the meaning of life are not likely to be helped with more leisure time or sleep.

Recharging ideas

- » Meditation
- » Prayer or spiritual study
- » Spending time in nature
- » Helping others
- » Participating in your community



What helps you feel connected?

» _____

» _____

» _____

» _____

» _____

» _____



EMOTIONAL REST



The ability to express our emotional needs and feelings.

Emotional labor takes energy and effort. Those who work in the caring professions, for example, know that compassion can wear out with overuse. Strong emotions, even positive ones, can be exhausting. It can be particularly tiring to “put on a brave face” or feel unable to express your genuine emotional experience. Quiet introspection allows you check in with your own needs and limits.



Recharging ideas

- » Set aside time to be alone with your thoughts
- » Seek the counsel of trusted others during difficult situations
- » Take time off to enjoy a favorite place, hobby or book
- » Spend time with pets



What helps you be real?

» _____

» _____

» _____

» _____

» _____



SOCIAL REST

The wisdom to recognize relationships that revive from ones that exhaust. Occasionally, we need rest from the social roles we play in one another's lives. In every relationship there is an exchange of energy and attention; sometimes we receive from others, sometimes we give. But if you're constantly feeling overwhelmed by others' demands, it may be time for social rest.

Recharging ideas

- » Choose to spend more time with supportive others
- » If possible, limit the time you spend with those who drain you
- » Set boundaries in demanding relationships
- » Say no to unwanted initiations
- » Enjoy some solo activities

What helps you take a break?

» _____

» _____

» _____

» _____

» _____

» _____



SENSORY REST

Limiting the endless onslaught of sensory input received from electronics, lighting, fragrances, and background noise. Sensory overstimulation is distracting and can leave us feeling overwhelmed.



Recharging ideas

- » Schedule limited time for social media and other e-communications
- » Take a sensory break—find a quiet space and close your eyes
- » Dim lighting as the sun goes down
- » Play relaxing music at home or office
- » Select a pleasant ringtone
- » Turn off notifications where possible and set times to check messages
- » Avoid electronics an hour before bed

What helps you tune out noise?

- » _____
- » _____
- » _____
- » _____
- » _____
- » _____

CREATIVE REST

The experience of allowing beauty to inspire the sense of wonder and amazement. AWE makes us happier, healthier and reduces stress. The trouble is, what was once awe inspiring, is now often ordinary. Use mindfulness to turn off auto-pilot and find awe in everyday experiences. You will see it in nature, art, incredible people, impressive skills and virtuous acts.

Recharging ideas

- » Pay attention to the little things
- » Retrain your 5 senses to tune into your surroundings
- » Spend time with inspirational people
- » Use mindfulness to turn off auto-pilot
- » Look to nature wherever you are
- » Create something low stakes like a doodle, painting, or play with clay

What helps you feel inspired?

» _____

» _____

» _____

» _____

» _____

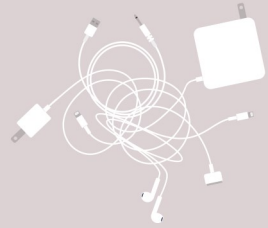
» _____



PHYSICAL REST



The chance to use the body in restorative ways to reduce muscle tension and fatigue, and improve sleep. Physical rest allows us to recuperate from the physical demands of life.



Recharging ideas

- » Stick to a regular bedtime routine
- » Stretch gently everyday
- » Give yourself the chance to sleep 7-8 hours every night
- » Move at least once every hour
- » Take a 20 minute power nap
- » Check out CommonHealth's Better Nights Ahead program for more tips



What helps you relax your body?

- » _____
- » _____
- » _____
- » _____



Everyday Charging Stations

All of these areas of our lives are important, but if we neglect our basic needs, then no amount of rest will be sufficient. Look to your daily habits to keep your battery from dying. Taking time to move more, eat better, and sleep well will help keep you charged.

Follow the tips on the next two pages to maximize your battery life.

Moving

Exercise is good medicine. It helps regulate your mood and makes you feel better.

While we often think of exercise as being a way to burn calories and make your body tired, it also has an invigorating effect and is a great way to GIVE you energy.

Maintaining variety and balance in your exercise routine is key to finding that happy place between energy used and energy gained.

Keep it simple and move how you like!

Eating

Eat regularly to fuel a healthy metabolism and try not to skip meals.

Balance your plate by enjoying a variety of foods at your meals and snacks.

Plan for snacks and be mindful that they are not intended to fill you up, but to bridge you from one meal to the next.

Remove energy zappers – watch the added sugars in things like regular soda, sugary coffee and energy drinks which provide an initial boost but result in a big energy crash.



Sleeping

Give yourself enough time to get the right amount of sleep for you. For most adults that is 7-8 hours a night.

Set a rhythm for your sleep schedule. Get up and go to bed at the same time every night.

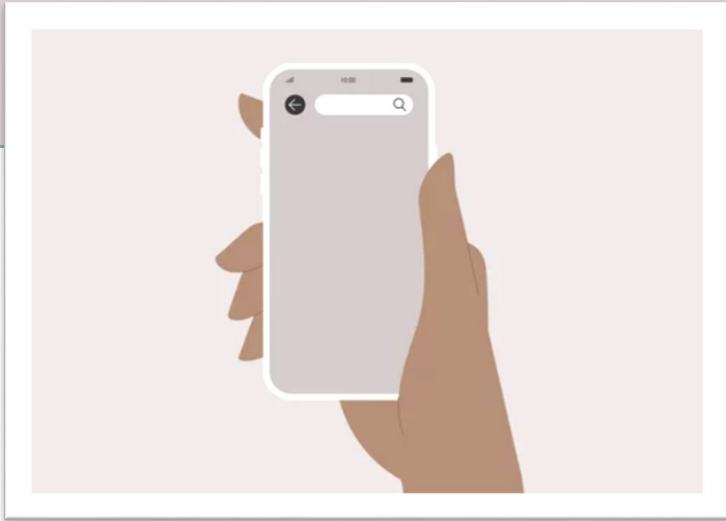
Turn screens off or move them out of your bedroom entirely. The blue light they emit can keep you up.

Set your bedroom up to help you get a restful night's sleep. Keep it cool, dark, and quiet.



In a culture that salutes productivity, it can be difficult to sink fully into rest without guilt. A sensible approach respects both work and rest as complementary. Good rest is rest that acknowledges the nature of our fatigue. Let's reframe rest not in the negative, like "not working", but in the positive as an important part of a healthy, balanced life.

LET YOUR BENEFITS BENEFIT YOU!



Your employee benefits can do more for you than you may know. Let them take some of the work off of your plate. All DHRM health plans have employee assistance programs (EAPs). Included are up to four sessions at no charge for such services as mental health, alcohol or drug abuse assessment, child or elder care, grief counseling and legal or financial services.

EAP counselors are available to assist employees with issues related to:

Child care	Elder care	Retirement	Housing
Workplace stress	Mental health	Grief counseling	Career planning
Financial	Addiction	Relationships	Legal issues

Search DHRM EAP and find out about your plan

In general, care must be authorized in advance. You or your eligible dependent will speak to an EAP specialist who will assess your problem and coordinate assistance. Should your problem require mental health or substance abuse care, you will be referred to a provider, under your mental health and substance abuse benefit.

Your EAP specialist or care manager will arrange a referral according to your specific needs. Contact your plan's Member Services department for more information.

Here is the information for your EAP:

COVA CARE and COVA HDHP

Anthem Blue Cross and Blue
Shield

1.855.223.9277

www.anthemeap.com

Commonwealth of Virginia

Kaiser Permanente HMO

1.866.517.7042

[www.achievesolutions.net/
kaiser](http://www.achievesolutions.net/kaiser)

COVA HealthAware

Aetna

1.888.238.6232

www.mylifevalues.com

Optima Health Vantage HMO

1.800.899.8174

www.optimaep.com
Username is COVA

The Local Choice Key Advantage and HDHP

Anthem EAP

1.855.223.9277

www.anthemeap.com



CommonHealth is Virginia's employee wellness program. Since 1986, CommonHealth has promoted best practices in health and wellness to employees in the workplace. More than 500 agency locations in the Commonwealth of Virginia have active CommonHealth programs.

CommonHealth is available to ALL employees, including part-time and wage employees, retirees and employee dependents 18+ years. Enrollment in a state health insurance program is not required to participate.

Email us at wellness@dhrm.virginia.gov