



Taking Care of Your People Starts with Taking Care of Yourself

MONITORING YOUR ENERGY TO MANAGE



As a manager, your responsibilities often demand sharp focus, emotional composure, and consistent decision-making under pressure. You're expected to navigate change with resilience, project calm in the face of challenges, and be a positive force for your team. **But here's the truth: you can only lead well when you take care of yourself first.** Your physical and emotional energy are the foundation of your leadership stamina.

Below are strategies to help you monitor and replenish your energy so you can show up as your best self—for your team and for you:



ATTEND TO YOUR HEALTH. A tired or undernourished body makes emotional regulation and decision-making more difficult. Regular exercise, balanced nutrition, and quality sleep are non-negotiables for sustainable energy.

Build in 20–30 minutes of movement most days—whether it's walking, stretching, or a favorite workout. Choose foods that energize (think whole grains, lean proteins, fruits/veggies), and aim for 7–9 hours of sleep per night. Protect your sleep like you protect your calendar.

PAY ATTENTION TO YOUR EMOTIONS. Emotions drive behavior. Noticing early signs of stress—such as tight shoulders, a clenched jaw or racing thoughts—helps prevent reactive outbursts, burnout, or disengagement.

Keep a journal or use a mood-tracking app to identify patterns and triggers. When you recognize a stress response, pause and reset before it escalates.

TAKE BREAKS TO RECHARGE. Your brain needs recovery periods to stay sharp. Breaks reduce fatigue, enhance productivity, and help prevent decision fatigue.

Schedule short breaks every 90 to 120 minutes. Step outside for fresh air, listen to music, practice deep breathing, or stretch. After work, create a wind-down ritual (e.g., no emails after 7 pm, listen to a calming podcast, or read fiction). These habits can renew energy more than you think.

MAKE TIME FOR PEOPLE AND INTERESTS OUTSIDE OF WORK. Your life outside the office fuels your resilience inside it. Relationships and personal joys are crucial for emotional well-being and balance.

Prioritize time with people who refill your cup. Set regular “me” time for solo recharging—like reading, walking, or a hobby—and “we” time for connection. These moments remind you who you are beyond your job title.

BE A ROLE MODEL FOR YOUR TEAM. Teams mimic what leaders model. When they see you setting boundaries, prioritizing self-care, and managing stress in healthy ways, they're more likely to do the same.

Be transparent about how you recharge. Encourage your team to take breaks, use their PTO, and respect their own limits. Normalize conversations about well-being—especially during high-stress periods.

REACH OUT FOR SUPPORT. Leadership can feel lonely—but it doesn't have to be. Talking through a difficult moment can offer perspective, validation, and clarity.

After tough conversations or decisions, debrief with someone you trust—a mentor, peer, friend, or HR rep. Also connect to free, confidential support from **CCA@YourService** for any issue that affects your work or personal life. As a leader, you can access **CCA@YourService** to:

- Gain immediate access to experts that deal with complicated or sensitive people issues
- Support training and professional development needs of individuals and teams
- Coordinate support when grief or trauma impact the workforce
- Obtain promotional and educational resources that foster wellness and work-life balance
- Access free short-term counseling and work-life resources for caregiving, everyday living, legal, and financial needs