

"I'm am so busy! I'm exhausted!"

Is there anyone who does not declare this, emphatically and repeatedly? Our lives are busier, especially in the digital age. It takes a toll on us emotionally, and the price is paid in frustration, fatigue and less-than-optimum performance. The "Stress Snapshot" in the American Psychological Association's 2013 Stress in America survey reports that 36% of adults feel more stress than in the previous year.

Maintaining a healthy level of personal energy is one of the most important factors in managing wellness, and it can be done realistically, holistically and easily. The key is moderation in diet, exercise and rest. Simply accepting that there are limits on your time, attention and abilities can be therapeutic. So is engaging in activities that promote awareness and a sense of calm, which will also make you more productive, healthy and relaxed. Manage and organize your time to optimize energy and adopt new habits and priorities.

Osteoporosis Specialist Dr. James Webb says "Get outside and get moving." Moderate exercise has been shown to boost energy and mood, so "taking a 20 minute walk is a good way to alleviate stress and keep your energy level up." That can easily be done during a lunch hour or afternoon break.

Does your work place allow naps? According to the results of the National Sleep Foundation's Sleep in America poll, a surprising 34 percent of respondents reported their employer allows them to nap during breaks, and 16 percent provide a place to do so.

"People have more physical fatigue when their mental energy is lower," says Lisa Cohn, owner of Park Avenue Nutrition in New York City. "Our body is a 24-hour day, seven days a week, energy system and it is never not working. But it can be restored, rejuvenated, replenished and rested, which yields more and better energy, mentally and physically."

"Just slow down!" declares Cat Levine, a certified yoga instructor and owner of Bikram Yoga Andersonville in Chicago. "People have unhealthy expectations about what to do with their energy, and they overextend themselves," says Levine. "It's okay to say 'This is too much.' It's okay to ask for help when you need it. And it's okay to do a little bit less, and it's okay to schedule a break if you have to. Only do one thing at a time and take real, honest breaks."

And indeed, doing less can mean doing more in terms of efficiency and real productivity. The concept of multitasking is becoming discredited, and a performing few tasks perfectly is more satisfying than many performed poorly, or left incomplete. "There's never enough time to do it right, but there's always enough time to do it over," is a true an adage as there ever was.

"When you do one thing at a time you maintain focus," says Levine. "You become more productive, better at what you do and you have more energy." And Dr. Webb advises "Make moderation your goal in food and alcohol. If you deny yourself that sugar cookie, you may end up eating a dozen later."