SWITCHING OFF IN AN “ALWAYS ON” CULTURE

Is checking (and answering) your work email at home part of your normal routine? If so, you’re not alone.

“There’s a lot of pressure these days to be ‘on,’ and there are some real legitimate external factors for people—whether it’s ‘the client might call’ or ‘the customer might need something,’ said Harvard Business School professor Leslie Perlow in the video, Switching off an “Always on” Culture. “The problem is that now everyone’s ‘on’ all the time, and we come to expect it of each other.”

But what happens if we decide to leave work at work? Perlow found that when employees had designated time when they were truly “off” (which included not checking e-mail or voicemail), they were just as productive and reported feeling less stressed and more satisfied with their work.

Need help switching off? While experts recommend scheduling your time off (just like you would a business meeting), practicing mindfulness, or using apps to practice daily wellbeing habits, Harvard’s Office of Work/Life can provide support in other ways, like assisting with flexible work arrangements, stress management, childcare arrangements, and more.

AN INVITATION TO MAKE IT YOUR HARVARD

While the Veritas shield—the official seal of Harvard University—is known worldwide, the version shown here may be less familiar to you.

When you see this logo, we hope you’ll recognize it as an invitation to make it your Harvard by taking advantage of all the benefits, programs, perks, and experiences that are aimed at helping you achieve wellbeing.

People often ask about the leaves. The oak leaf on the left represents the strength of Harvard’s staff, while the laurel leaf on the right connotes our faculty’s academic achievement. Together, they symbolize the value that each group brings to the enterprise and the spirit of what it means to work at Harvard.

Be inspired to think about your Harvard employment experience and how you can “customize” it to meet your needs and goals! This monthly digest of wellbeing resources is designed to help make that process easier. Enjoy!
Mind & Body

Winter can take a toll on your physical and emotional health. These resources can help.

- Tired of counting sheep? The Harvard Division of Sleep Medicine breaks down everything you need to know about getting a good night’s sleep.
- Thinking about hitting the slopes? Before you do, check out Outings and Innings (HarvardKey required) for discount passes for all your powdery adventures.
- Have a case of the winter blues? Reach out to Harvard’s EAP to get support from trained counselors and to access helpful resources.

Living & Working

Add balance to your life through these resources that promote stress management and build resilience.

- Calling all managers! Sign up for WorkingMind, an eight-week training that provides mindfulness techniques you can practice in the workplace.
- Daycare closed? Regular caregiver sick? When plans fall through, the SOURCE Program reimburses income-eligible employees for backup child or elder care costs.
- Feeling caught in the middle? Our free, one-hour workshop, Learning How to Cope as a Member of the Sandwich Generation (HarvardKey required) can help.

Learning & Growth

Whether you’re looking to sharpen existing skills or acquire new ones, consider taking advantage of these development opportunities.

- Enroll in Inclusion for Innovation and Engagement (HarvardKey required) and explore tools and strategies for fostering an environment of inclusion and belonging.
- Have an idea for solving an administrative challenge? Then check out the President’s Administrative Innovation Fund, where your solution could become reality.
- Stay in the know about upcoming classes, workplace best practices, and relevant research. Follow the Center for Workplace Development on LinkedIn and Twitter.

Finances & Security

From retirement to investments, these financial resources can help you with some of life’s big decisions.

- Boost your financial savvy by reviewing the Harvard Retirement Plan Investment Fund Fact Sheets, which summarize target-date fund investment options from Fidelity, TIAA, and Vanguard. Or learn about Harvard’s other investment choices, like Core Funds or Brokerage accounts.
- Trying to save for a house? Get on track for retirement? We’ve got workshops on those topics (and more!) on our Financial Education Calendar.
- When it comes to your finances, you want to be ready for anything. If you have Supplemental Life Insurance through Harvard, you can access free will preparation and estate resolution/probate services through MetLife/Hyatt Legal Plans by calling 800-821-6400 (group number 109929).