

# YOUR LIFE *well lived*

WELLBEING RESOURCES FOR HARVARD FACULTY AND STAFF

## APPRECIATION MATTERS

We all like to be appreciated. But did you know that being recognized for your contributions and achievements provides more than just an ego boost? It's also an important aspect to overall wellbeing. In fact, positive acknowledgment can make you feel **safe, energized, and engaged**, helping you thrive, both personally and professionally.

Since we spend about a quarter of our lives at work, it's critical to create an environment where appreciation is both shown and felt. That's why Harvard encourages **employee recognition** at all levels—from celebrating big accomplishments and service anniversaries to acknowledging everyday contributions.

Even **celebrating small wins** can have a significant impact on your team's wellbeing, motivation, and creative output, reports HBS Professor Teresa M. Amabile. Want to show appreciation, but not quite sure where to start? Consider



enrolling in an online coaching and employee development course through **Lynda.com** or **Harvard ManageMentor** (Harvard Key required), available free to employees.

Recognize your peers who continually go above and beyond by attending the university-wide annual staff recognition event, **Harvard Heroes**, on June 14. No ticket required!

## CAREER DEVELOPMENT AT HARVARD

Want to make the hours you spend at work rewarding, motivating, and—dare we say it—inspiring? Then, start with professional development.

As a Harvard employee, you have access to resources and tools aimed at improving existing talents and building new ones.

- Harvard's **Center for Workplace Development** (CWD) offers courses on topics like résumé building, interviewing, and communication strategies.
- **Career Connections Across Harvard 2018**—our annual networking event that takes place June 5—is designed to help you expand your professional network and learn about opportunities across the institution.



- Our monthly **Career Conversation Meetings Across Harvard** allow you to explore your professional interests, meet one-on-one with hiring managers, and learn more about job opportunities at Harvard.

For Kevin Ball, training and program administrator at the Harvard IT Academy, the diverse selection of CWD courses helped propel his career forward. Ball said, "There's something for everyone." Read more about Kevin's **story**.

Wherever you're headed, you'll find the **tools you need** to evaluate your career and prepare for the next step.

## Finances and Security

Whether you're gearing up for your wedding or retirement, planning is key. The following resources can help you get—and stay—on track.

- Experienced a significant life event in the past month? Then be sure to make changes to your benefits within 30 days of the event. Check out the list of qualifying events [here](#).
- Interested in estate planning? Get the lowdown by attending a live Q&A hosted by our Employee Assistance Program provider, KGA, at 2:00 p.m. ET on Tuesday, May 15. [Register here](#).
- Managing your Harvard retirement and TDA accounts has never been easier. Just download the [Fidelity](#), [TIAA](#), and [Vanguard](#) apps for convenient, 24/7 access.

## Learning and Growing

Engage with the University and develop your professional skills with these career-focused offerings.

- Want to kickstart your career? Develop a professional action plan that will give you a competitive edge in this [interactive 2-day class](#) (Harvard Key required).
- Explore your personal motivators, talents, and [more](#) with Harvard's [Engagement Personal Planner](#) (Harvard Key required), a resource designed to help you find greater meaning at work year-round.
- Relationships with the right people can open a world of possibilities. Network with representatives from different Harvard schools and departments at [Career Connections Across Harvard](#) on June 5.

## Mind and Body

Everyone deals with stress—but you don't have to face it alone. Navigate your way with these helpful resources.

- Insomnia. Appetite problems. Heart disease. Constant stress can have serious effects on the body. Try these [five tips](#) to improve your physical health and overall wellbeing.
- Commuting can be stressful. Explore your options—and Harvard's financial support—[here](#). If you drive to work, renew your annual parking permit by June 9 using our [online portal](#).
- Did you know mindfulness-based meditation offers benefits for many conditions, including depression? The Harvard Gazette reviews the latest research [here](#).

## Living and Working

Tap into these benefits aimed at helping you find balance and mitigate stress—at work, at home, and everywhere in-between.

- Need childcare? Connect with qualified Harvard students through the [WATCH](#) portal (Harvard Key required)—or sign up your high school or college-age child as a babysitter.
- Entrance exams. The FAFSA. Financial aid. Find out how to navigate the college application process at an on-campus [HUECU](#) Financial Wellness Workshop.
- With our flexible work program, you aren't restricted to the traditional 9 to 5. Wondering if it's right for you? Sign up for one of our seminars [here](#).

