



**HARVARD**  
Human Resources  
WORK/LIFE

## MINDFULNESS & WELLBEING

### APRIL 2021

#### **MINDFUL MOVEMENT: YOGA FOR THE (HOME) OFFICE – MONDAYS, 4/5, 4/12, 4/19, 4/26: 10:00 AM – 11:00 AM**

Start your week off right with mindful meditation and some stretching led by Mary Green. The gentle stretches and postures taught in this program are designed to increase flexibility at the joints – thereby improving one’s range of motion – and also aid in relaxing the hips and lower portions of the body to increase one’s ability to sit with ease. Because this practice blends movement in the body with the breath, it is an ideal extension of mindfulness practice. No previous knowledge of yoga is necessary. Better still, this course does not require special clothing or equipment.

#### **MINDFULNESS AND EMOTIONAL INTELLIGENCE – TUESDAY, 4/13: 1:00 PM – 2:00 PM**

Success at work and fulfillment in life may be enhanced when we naturally tap into our emotional intelligence: *The ability to monitor one’s own feelings and those of others and to allow this knowledge to guide our speech and actions.* Self-awareness, the ability to recognize and work with difficult emotions, and the cultivation of empathy for others are critical skills for high performance in life’s various arenas. The good news is that we have the capacity to train the mind to engage in ways that are more patient, alert, and productive. Paul Fulton leads this session, and will give a brief introduction to mindfulness, demonstrate how awareness supports the development of emotional intelligence, and involve participants in mindfulness meditation exercises that support the cultivation of these important skills. Paul will be back on May 11 for a 2.0 of this session.

#### **TEN PERCENT HAPPIER: FOCUS – 4 WEEK COURSE ON THURSDAYS, 4/29, 5/6, 5/13, 5/20: 10:00 AM – 11:00 AM**

This multi-session course will provide participants with the opportunity to learn how to use mindfulness to build focus in their own personal practices using a combination of live and app-based supports including the 14 session *Focus* course led by Sharon Salzberg. The course is built around four, one-hour, live Zoom sessions. Between these sessions, participants will complete this 10% Happier course on their mobile devices. A mindfulness coach will also be available to participants by text or by phone to answer questions that may arise between the in-person sessions. Greg Topakian will be leading this course. Participants must be able to attend all four sessions.

#### **COMPARING AWARD LETTERS – THURSDAY, 4/1: 12:30 PM – 1:30 PM**

It’s time to decide which college to attend! Join Migdalia Gomez, from the Harvard University Employees Credit Union, to learn about how to calculate your total costs and compare award letters from different colleges.

#### **THE OFFICE OF WORK/LIFE OVERVIEW – WEDNESDAY, 4/14: 12:00 PM – 12:45 PM**

The Office of Work/Life stands at the intersection of wellbeing and organizational effectiveness. We’re about maximizing schedules, expanding community, maintaining wellbeing, easing the mind, defining options, preparing for the future, caring for family, and partnering to create and preserve each employee’s unique version of work/life balance. Come learn about all of the programs and services that are available to Harvard’s benefits-eligible faculty and staff. The Office of Work/Life team will provide a high-level overview and take questions.

#### **FIVE TECHNIQUES FOR A DEEP SLEEP – WEDNESDAY, 4/7: 12:00 PM – 1:00 PM**

Whether you’re talking to a sleep physician or surfing the web, it’s not hard to recognize the importance of getting the right amount of sleep. People who are consistently well-rested have figured out the perfect balance of quality and quantity that makes them the type of sleepers we all want to be. If you find yourself looking at your well-rested colleague or partner with envy, this seminar explores the habits that help people to be consistently good sleepers. Join Rick Clerici from KGA to learn these critical sleep techniques.

#### **THE MYTH OF THE MODERN DAD – TUESDAY, 4/13: 12:00 PM – 1:00 PM**

Care@Work presents Josh Levs, an author and expert on modern dads in the workplace, to discuss how men can engage with issues of gender equality and diversity, how they can become co-champions for change, and strategies to promote work-life balance for both women and men.

#### **DEMYSTIFYING SOCIAL SECURITY – THURSDAY, 4/15: 1:00 PM – 2:00 PM**

Deciding how and when to claim Social Security is one of the most critical financial decisions a person will make in their lifetime. Did you know that over 70% of Americans do not leverage the rules to get the maximum retirement benefits available to them? By not understanding the many complex rules surrounding Social Security, you could leave thousands of dollars on the table. In this class, you will learn about strategies to get the most from your Social Security retirement benefits. We will help you determine when you should file for Social Security benefits, and what to consider when planning for spousal, survivor, and divorced benefits. You will learn the financial impact of filing early or at full retirement age. We will also discuss buy-back strategies, tax-reduction strategies, and coordination with other retirement plans. Provided by KGA and presented by Daniel Williams, CLU, ChFC, CFP, Senior Partner & Co-Founder of The Dover Group.

These programs are available for free for benefits-eligible faculty and staff only.

Click “Register today!” below to be taken to the Office of Work/Life Program Calendar (Harvard Key required) for registration links.

**Register today!**

Find solutions, stay centered, plan to thrive. **Make it your Harvard.**