HAPPY—HEALTHY—HOLIDAYS!

We hope that this holiday season will allow you to return to treasured traditions like sitting down to family dinners, gathering with friends, and attending seasonal favorites like the Boston Pops or the Nutcracker. You don’t have to spend much time or money on your plans; sometimes the simple things are the most valuable:

• Get in the habit of giving thanks every day and thinking about what makes you grateful, not just on Thanksgiving. Research shows that regularly showing appreciation can improve your wellbeing and increase your happiness.

• Plan to include self-care throughout the season, including during your Winter Recess, whether that means getting sufficient restorative sleep, doing some yoga, fitting in a short workout or going for a walk.

• Explore the natural beauty of the Arboretum all season. Plus, through January 2022, see the park with fresh eyes by taking part in the American Repertory Theater’s self-guided Arboretum Experience, which features original audio dramas and choreographed “movement meditations.”

And if the busyness and social obligations of the season sometimes make you anxious, prepare with our November 9th webinar on Practical Tips for Managing Holiday Stress.

The pandemic has reset our social expectations and obligations so this may be the year to start some new traditions!
TMI! TOO MUCH INFORMATION!

The concept of information overload has been a topic of research and discussion for more than two decades. Today, with accelerated news cycles on still-evolving topics like the science of COVID-19, keeping up with relevant information without burning out has become a challenge.

Learn to filter and organize data overload when you:

• Consider how your brain naturally processes information and learn how to improve those processes.
• Use psychological, technological, and physiological strategies to handle the stream of information.
• Explore LinkedIn Learning courses, like “Filtering Out Noise” and “Cognitive Overload is Exhausting,” and learn to manage the information you need.
• Attend a Harvard Archives workshop on organizing and storing records—including their popular Email Management and Retention class on November 2—and clear out some of your office clutter.
• Cultivate mindfulness with the Ten Percent Happier app — free for Harvard employees.
• Understand the history, researchers, and concepts surrounding information overload.

Also: after a year of pandemic schooling, are your children staying on track with their academics? Our friends at EdNavigator are offering a webinar on Making the Most of School Conferences on November 15.

Thanks to everyone who completed our newsletter survey. We’re working to make sure we’re delivering the information you want and need.

MIND AND BODY

It takes effort to maintain your physical and mental health—but it’s worth it.

• Commit to a healthy you by diving into ahealthyme, a monthly resource from Blue Cross Blue Shield, available to anyone with health coverage through Harvard. The latest issue focuses on musculoskeletal health and simple exercises for improving mobility.
• Make changes to your benefit choices and consider electing or reelecting a Flexible Spending Account in PeopleSoft (HarvardKey required) before 2022 Benefits Open Enrollment closes this Thursday, November 4 at 11:59pm.
• The Harvard Staff Art Show is a forum to show off the creative projects that keep you grounded. Submit your work by Friday, November 19.

LEARNING AND GROWTH

Together we can build supportive communities, both inside and outside the workplace.

• Learn to embrace new models of work with LinkedIn Learning classes (HarvardKey required) on Returning to the Workplace, Navigating New Professional and Social Norms, Enhancing Productivity in a Hybrid Work Environment, Staying Organized While Working Remotely or On-Site and Supporting Your Team as Offices Reopen.
• Learn how you can contribute to Creating a Climate of Gender Equity & Inclusion (HarvardKey required) in this November 16 interactive workshop.
• Advance your career with professional development courses from the Harvard Division of Continuing Education. Note: You cannot apply the TAP benefit to these courses.
LIVING AND WORKING
Get more enjoyment from the holidays when you manage the stress of the season with resources from the Office of Work/Life.

• Don’t forget to take advantage of the Office of Work/Life’s many programs and services that focus on holistic wellbeing.

• As Veteran’s Day approaches, we thank our veterans and their loved ones for their service and sacrifices. Learn about local resources available to military personnel and their families.

• Take a moment to reconsider your unconscious habits around eating and food when you attend a class on Mindful Eating (HarvardKey required).

FINANCES AND SECURITY
Discover how these Harvard benefits can help you save money and enhance your financial security.

• If you’re enrolled in MetLife’s Supplemental Life Insurance, make use of their free will preparation (including living will and power of attorney) and estate resolution/probate services. To learn more, call 800-821-6400 and use group number 109929.

• Find live, online workshops on topics like understanding the Federal SECURE Act (Setting Every Community Up for Retirement Enhancement) and practical steps to improve your financial housekeeping in our Financial Education Calendar.

• Treat yourself—and your friends and family—to discounted passes to museums, the Edaville Railroad, lift tickets, and more through Outings & Innings (HarvardKey required).

To explore additional Harvard employee events, view the full calendar on HARVie.