



EMPLOYEE WELLBEING at CORNELL

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CORNELL TRADITIONS

Cornell traditions that occur around this time of the year – Dragon Day, Slope Day, Commencement, and Reunion (among others) – are such an important part of the Cornell experience for our student and alumni communities.

Cornell faculty and staff also look forward to taking part in these time-honored traditions each year. Many countless hours are typically spent preparing campus to make sure these events are safe, special, and memorable for our community, continuing to build the Cornell legacy.

Understandably, many Cornellians are disappointed by the need cancel/alter/postpone these events to prioritize the health and safety of our community. Maybe we can amuse a little, thinking about what Slope Day would have been like with snowfall! Maybe we can tell our newest Cornell colleagues about the work that AAP and Engineering students put into their Dragon and Phoenix and what they might expect to see at next year's parade.

The disappointment tells us just how special it is to be a Cornellian and reminds us what to cherish in future years.



CARING FOR YOUR TIME

Are you in more meetings lately? You're not alone. In an effort to maintain connectedness with our colleagues and teams, meetings and virtual events are being used more frequently, causing many to experience crunched calendars. Staying connected and being informed can be reassuring and helpful. However, it can also result in a reduction of available time for meaningful work. As this happens, our feeling of being overwhelmed can grow.

There are some small tweaks you can make to relieve calendar pressure and give yourself more space to breathe. As you read the below time management tips, look at your calendar and make note of what opportunities exist to better care for your time. And, consider which ones you may want to discuss with your colleagues so that you can better support each other.



1. **Identify your productivity spurts and avoid meetings during that time.** Identify when you are the most productive and focused. Schedule project time to align with those energy windows.
2. **Schedule meetings carefully.** Can a virtual meeting be a thoughtful email written on your own time instead?
3. **Propose shorter meetings.** If you're invited to a meeting you should attend but don't have the time for - propose a shorter meeting length.
4. **Schedule one meeting-free day per week and protect that time.** Your “free” day is not free. It'll give you time to do your most thoughtful work.
5. **Maximize or reduce short time segments.** 15 to 30-minute blocks of time between scheduled meetings can work well as breathing space. However, if you have too many short segments and no significant chunks of project time in the day, you can end the day wondering what you accomplished. To compress meetings and provide a bigger chunk of thoughtful work time, propose calendar adjustments or reach out to the person you are scheduled to meet with next and ask if they would like to begin early.
6. **Reduce fragmented time.** Fragmented time has two aspects – the length of time spent in an activity and the number of interruptions. While others may interrupt us, we often interrupt ourselves too. Limit your monitor view to one application at a time and turn off email notifications to reduce distractions. If there is another adult in the household, work together to minimize interruptions as possible.
7. **Hone your boundary setting skills.** If you are sharing a living space, get structured about space and work hours. Discuss with your manager and team members what hours should be focused time and what needs to be available for meetings and impromptu calls. Start and end your day with a simple routine (think about Mr. Roger's Neighborhood opening number!).

[Need Help at Work? Here's How to Get It](#) by Associate Professor Vanessa Bohns, ILR

“We hint at needing help by talking about how overwhelmed we are, or how hard it is to make our deadlines or meetings, or stay on top of our emails right now, rather than coming out and asking for something directly.” Bohns suggests people ask for help, be specific with what they need, and not be embarrassed.

PHYSICAL WELLBENG

“Transitioning to remote work was not as easy as I thought it would be. I found myself **working longer hours and not taking any time for myself**. I decided to schedule a few of the fitness classes offered by Cornell into my day. **Not only has it been energizing, it has also helped to relieve stress.**”

Try a class with Cornell Wellness this week!

[Live fitness classes](#) are available Monday through Friday. Strength Training, Yoga, Pilates, Zumba Gold, Barre, and more. Participants do not have to have their camera on.

[More daily sessions:](#)

- Tues., 11-11:30 - Lower Back & Hip Care
- Wed., 12-1pm - Sit & Be Fit
- Thurs., 9-9:30am - Meditation for the Senses



Keri Johnson of Cornell Wellness leads a class

eCornell Keynote Lecture

[Managing Your Wellbeing: Empowering Yourself to Make Healthy Choices During Stressful Moments](#)

May 15, 1pm – Making the commitment to your overall wellbeing and physical wellness takes focus and drive, a daunting task for many of us even under normal circumstances. Fortunately, there are skills and strategies you can learn to overcome obstacles to wellness and wellbeing. Learn about the myth of work/life balance, how and why to embrace imperfection, how to maximize limited time and resources, and strategies for taking first steps toward your desires.

Don't Be a Tick Magnet this Spring

The warmer weather in May entices us to venture outside more to explore our natural surroundings. But higher temperatures bring an abundance of insects, including ticks. Here are some resources about ticks and how to keep them from bugging you:

- [CDC - All About Ticks](#)
- [Video: Life Cycle of Ticks](#)

CONTINUED LEARNING & HOBBIES

[Cornell School of Continuing Education and Summer Sessions](#) – *Registration open*

Dozens of online courses are available to interested high school students, undergraduates, and adults between June 1 and August 4.

[2020 Spring Plant Sale](#) – *Pre-Registration & Tickets required*

May 25, 9am-2pm at the Pavilion at Steamboat landing / Ithaca Farmers' Market. Purchase veggie starts, fruiting shrubs and trees, and ornamental plants that support pollination and keep pests away.

[Fold some quara-gami](#)

Created by Sa Justine of Alice Cook House, the website features video origami demonstrations.

FINANCIAL WELLBEING

[Webinar: How to Sell Your Home](#) (Ithaca Neighborhood Housing Services)

May 22, 11:30am-1pm – Learn about the home sales process, preparing the home, deciding on a price, finding a Realtor, property disclosures, listing, and contracts/negotiations! Course fee of \$20.

[Webinar: Managing Finances Through COVID-19](#) (Cornell Cooperative Extension) – 6 offerings

May 12, 19, 26, 3:00-4:15pm & May 14, 21, 27, 5:00-6:15pm - There are many factors that affect us and our decision making around money: reduced income, emotional stress, confusion, perceived loss of control, and loss of confidence. While enduring a financial crisis may be challenging, you can regain your financial stability once again.

[Webinar: Tenant/Landlord Rights & Responsibilities](#) (Cornell Cooperative Extension)

May 14, 11am-1pm - New York State Assistant Attorney General Michael Danaher will cover a range of tenant-landlord issues as well as specific COVID-19 tenant-landlord issues.

[Student Loans & COVID-19 Guidance](#) (U.S. Department of Education)

To provide relief to student loan borrowers during the COVID-19 national emergency, federal student loan borrowers are automatically being placed in an administrative forbearance, which allows you to temporarily stop making your monthly loan payment. This suspension of payments will last until Sept. 30, 2020, but you can still make payments if you choose. Read the webpage for details and FAQ.

[Caregivers for Hire @ Care.com](#)

With the closure of several summer camps and some child care programs, many families are seeking part-time or full-time in-home child care. If you, or anyone you know, is interested in being hired to provide in-home child care, create a free profile on Care.com. Cornell employees and graduate students are using this platform to search for caregivers. Please note: 14-17 year olds require parent permission to be listed as a caregiver.

Resources

- [Navigating Personal Finances and Debt](#) (Cornell Human Resources)
- [Alternatives Federal Credit Union](#) – COVID 19 Resources, including 0% interest loans

EMOTIONAL WELLBEING WORKSHOPS

[Resiliency - Avoiding Thinking Traps](#)

May 13; 9-10 am or May 22; 11 am – 12 pm - We all have situations that we handle effectively and others that we don't. Learn how to identify your "Heat of the Moment" thoughts and the consequences of those thoughts so you can have greater control.

[Grief Relief, Recovery and Resilience - The Missing Piece: Mourning](#)

May 19, 1-2pm - Grief is a natural and normal response, but many of us are unable to find comfort because we never learned how to properly experience it. Learn about how mourning brings life to grief and strategies for self-care.

[The Emotional Landscape of COVID-19](#)

May 21, 9-10am - If you feel like you're on a roller coaster of emotions during the COVID-19 Pandemic, you're not alone. We are all experiencing a wide range of dizzying emotions, consuming us with the unknown. However, opportunities live in the emotions we're experiencing.

[Webinar: Managing Stress in the midst of COVID-19](#) (Care@Work by Care.com)

May 28, 2-3pm - Stress is a normal part of our day-to-day lives. In this new era of COVID-19, when you add working from home, it can be a dizzying balancing act. Learn the warning signs of a stress overload, techniques to reduce stress and enhance wellbeing, and ways to get support.

HELP OTHERS

[Staff needed to help make summer courses accessible](#)

Support is needed for Cornell faculty as they prepare online courses for the summer semester. Seeking individuals who can commit to 4-16 hours per week, with the option to continue up to a few weeks to meet the June 1 deadline.

FOR PARENTS

What strategies are you using to navigate homeschooling and child care while social distancing and working remotely? Share your ideas and experiences with others by emailing worklife@cornell.edu.

[Find Babysitters, Nannies, & Other Caregivers](#)

Cornell provides free unlimited Care.com membership to help benefits-eligible employees locate and arrange care. Members are expected to screen care providers, conduct background checks, and follow other safety best practices. Read [this important guidance](#) about child care during COVID-19 before arranging care, though.



[Webinar: Surf the Waves: Parenting In a Time of Crisis](#)

(The Energy Project)

May 13, 2-3:30pm - We are adjusting to a destabilizing new normal, many of us juggling work responsibilities while taking care of kids. At the same time, nothing is more critical to your children's sense of safety and stability right now than your ability to stay calm and regulated.

Articles & Resources:

- Podcast: [Moms Do Too Much & How A Dad Stopped a Power Struggle](#) (Celebrate Calm)
- Video: [From Chaos to Calm: 10 Ways to Stop Power Struggles with Children](#) (Celebrate Calm)
- Article: [When You're Not a Math Person and Your Kid Needs Help](#) (New York Times)
- Article: [Pandemic Parenting: Forget homeschooling, teach life skills instead](#) (National Geographic)

FOR ELDER/ADULT CAREGIVERS

[Resource Network](#) - Racker Centers

The Resource Network is flexible financial assistance that is available for parents and caregivers of individuals with a developmental or intellectual disability, of any age, who live at home. Must live in Broome, Chenango, Delaware, Otsego, Tioga or Tompkins county. [Details](#)

[Well Connected by Covia](#) – A Community for Seniors

Well Connected is a community made up of participants, staff, facilitators, presenters, and other volunteers who care about each other and who value being connected. Whether you like art or zoology, music or meditation, there is a program for you. All groups are accessible by phone or computer from wherever you are at no cost to you. [Spring Catalog](#)



[Tools for Connection and Wellness](#) - Facebook Live Series with

Hospicare - The team will share resources and guided wellness practices for our extended Hospicare family. All programs will be recorded live on Facebook and available afterward.

Articles & Resources

- [End-of-life planning conversations are hard, and now is the time to have them](#) (Hospicare)
- Video: [COVID-19 impact: Karl Pillemer, Cornell faculty, on elder care](#) (Cornell Chronicle)

FOR MANAGERS

In addition to offering flexibility and empathy, it is critical that managers role model self-care. If you encourage others to take time off, yet never seem to yourself, that can unintentionally discredit what you say. If it's been a while since you took time off, start small with occasional half days off. Remember that employees may be reluctant to take time off for fear of how their performance will be viewed. Assure them that taking time off will not inform decisions about their position.

1. In your next team meeting, tell your direct reports how you're taking care of yourself.
2. Take a few minutes today to schedule an upcoming date to take time off.
3. Identify a date within the next week when you can sign off early.
4. Declare an end to the day, even if you haven't completed your to-do list.

Articles & Resources

- [5 questions newly virtual managers should ask of themselves](#) (HBR article)

About the Weekly Update:

Information provided by Cornell Work/Life, Cornell Wellness, and the Faculty and Staff Assistance Program. Explore [past editions](#) or email wellbeing@cornell.edu to ask questions, request assistance, or suggest a resource. Visit [HR Resources](#) for more information. External resources shared with others do not indicate an endorsement by Cornell University.