teams@work.

EVERYDAY IS BRING YOURSELF TO WORK DAY! Issue 7 | December 16, 2021

SET EXPECTATIONS & MAINTAIN BOUNDARIES

LinkedIn Learning

A SOUNDTRACK FOR THE WINTER HOLIDAYS

SHOW YOUR APPRECIATION

GroupGreeting

Black Coffee

SNACK NATION

airbnb LIVE EXPERIENCES

Unwind, unplug, rest. And Celebrate!

Data from completions of the **Core Strengths** tool tells this story about TCU employees: our campus is full of staff and faculty whose overdone strength is **Self-Sacrificing**. With winter-break on the horizon, this is the perfect time to find ways to unwind, unplug and focus on personal wellness. It's also important to prioritize celebrating with friends and family. Here are some tips from leaders across campus:

In Residential Housing, we work in a demanding field and if we are not able to separate work from play then we can get drained pretty quickly. While on vacation or over school closure breaks I set a rule: I will only look at my email when I truly do not have other plans.

For my team, I have had staff members who will remove email from their phones during extended time off altogether.

Imani Wimberly, Assistant Director, Housing & Residence Life

My downtime is meaningful and necessary. My devices need to be recharged, shouldn't I? I think of my time off as a recovery period from all the work stresses to recharge.

I discuss the importance of mental and emotional well-being with my team and encourage "unplugging" from work during time off. My team appreciates this.

Maricar Estrella, Director of Digital Development and Content Strategy, TCU and UNTHSC School of Medicine

My favorite way to "unplug" is when my husband and I travel somewhere "beachy." No cell phones to be found is our most favorite way to refresh before we begin a new year.

Our team is all about spending family time during the holiday because the new year is very hectic for us in payroll.

Shelli Barr Mathis, Payroll Manager

I unplug with family and friends, but I also take some alone time to unplug from everything. I like to play golf by myself. It's usually really rejuvenating to take a 4-hour break, crank up the music and whack the little white ball around.

I try to encourage my team to take some downtime. I don't mind filling in the gap for the people I work with and for. I know that they will do the same for me.

Glenn Putnam, Director of Utilities

BENEFITS OF (REALLY) TAKING TIME OFF

It restores creativity. Taking time away helps you to be more creative and therefore more innovative. Your brain needs downtime in order to focus so that you can do your best work. You'll have a refreshed perspective that will help you find new solutions to old problems and unique approaches to your work.

It will make you happy. Don't underestimate the value and importance of your happiness. You're better at your job (and in your personal life, too) when you feel good. Downtime helps combat the effects of stress, which can be major if left unchecked. Plus, you'll enjoy your job more on a day-to-day basis if you take time away regularly. That will help to support you in your career both immediately and over the long-term.

You'll be more productive. Being happy and rested leads to increased performance overall. Researchers have even found that people who take 11 or more vacation days are 30 percent more likely to receive a raise. You don't have to take a long vacation to reap some rewards. One study found a correlation between employee engagement and lunch breaks. The bottom line is that time away helps you to be more productive at work. You'll get more done in less time, and that could do wonders for your career.

You set a good example. Taking your vacation time encourages those around you to do the same, especially if you're in a leadership position. When you schedule time away and don't apologize for it, you help to edge the culture in the right direction when it comes to time off.

Plus, you earned it. Vacation time is a part of your total rewards. According to Bureau of Labor Statistics data, the average number of vacation days you're given increases pretty significantly as you progress professionally and gain experience. So, the number of vacation days you use should increase over time, just like other aspects of your compensation. Be sure to use this benefit, or you're leaving money (money that you've earned) on the table.

Excerpted from "How to Unplug from Work, Even When it Feels Like You Can't" by Gina Belli

APPS TO HELP YOU NAP

In between celebrations, consider downloading one of these popular apps to help you relax, reflect and relish some personal quiet time.

HEADSPACE | Calm | shine | 10% HAPPIER MEDITATION FOR FIDGETY SKEPTICS

Real-time feedback at TCU tells us that being listened to also helps people feel valued. Managers who hone their listening skills positively impact a sense of connection and better communication with their teams.

TCU HUMAN resources

Questions?
Reach out to us:
hrtraining@tcu.edu