

The Harvard Center for Work-Life Research has developed the following guide for employers

## The 5x questions checklist for an effective hybrid workplace model

01

What do people want?



As mentioned above, a successful hybrid work strategy and hybrid workplace model can only work if it is designed for the people.

Before making any significant decisions or investments, it is important to understand the preferences, needs, and expectations of the employees, their families, and the organization as a whole. This includes understanding the needs of all employees and their families.

The next step is to build a model and test it to see if it will meet the needs of everyone and address the most common challenges faced by your team.

Have you thought about how you could deliver a personalized employee experience? How will you support the employees' needs and address the challenges in your organization?

For more information, visit [www.harvard.edu/work-life](#)

# Hybrid Work Ebook

**Karin Nielsen-Saines**



## **Hybrid Work Ebook:**

**Out of Office** Charlie Warzel, Anne Helen Petersen, 2021-12-07 This book will challenge you to rethink what it takes to make remote work work not just for companies but for people Adam Grant 1 New York Times bestselling author of Think Again and host of the TED podcast WorkLife The future isn't about where we will work but how For years we have struggled to balance work and life with most of us feeling overwhelmed and burned out because our relationship to work is broken This isn't just a book about remote work It's a book that helps us imagine a future where our lives at the office and home are happier more productive and genuinely meaningful Charles Duhigg best selling author of The Power of Habit Out of Office is a book for every office worker from employees to managers currently facing the decision about whether and how to return to the office The past two years have shown us that there may be a new path forward one that doesn't involve hellish daily commutes and the demands of jam packed work schedules that no longer make sense But how can we realize that future in a way that benefits workers and companies alike Based on groundbreaking reporting and interviews with workers and managers around the world Out of Office illuminates the key values and questions that should be driving this conversation trust fairness flexibility inclusive workplaces equity and work life balance Above all they argue that companies need to listen to their employees and that this will promote rather than impede productivity and profitability As a society we have talked for decades about flexible work arrangements this book makes clear that we are at an inflection point where this is actually possible for many employees and their companies Out of Office is about so much more than zoom meetings and hybrid schedules it aims to reshape our entire relationship to the office

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