



## Increasing Your Happiness

**Overview:** In this course students will learn how planning ahead cultivates workplace happiness. Students will also be given tools to relate more effectively to others in the workplace and understand how workspace environment impacts happiness.

**Prerequisites:** There are no prerequisite requirements for this course.

**Course Length:** One Day

### **Course Content**

#### **Lesson 1: Plan Ahead for Happiness**

- Have a Nightly Routine
- Get at Least 8 Hours of Sleep
- Wake Up Early Enough for Some "Me" Time
- Give Yourself Time to Arrive at Work Early

#### **Lesson 2: Plan Your Day**

- Arrive 10-15 Minutes Early
- Check for Action Items
- Create a To-Do List for the Day
- Build in Breaks

#### **Lesson 3: Relate to Others**

- Greet Your Colleagues
- Smile!
- Build Your Support Team
- Take Time to Socialize

#### **Lesson 4: Go to Your Happy (Work) Space**

- Create a Workspace That Makes You Happy
- Clear the Clutter
- Bring in Personal Touches
- Add Some Green

#### **Lesson 5: Accentuate the Positive**

- Use a Daily Affirmation
- Surround Yourself with Positive People
- Limit Your Negative Interactions
- Build Friendships

#### **Lesson 6: Use Your Benefits**

- Use Your Vacation and Paid Time Off
- Gym or Health Club Memberships
- Employee Assistance Programs
- Explore Other Benefits

#### **Lesson 7: Take Control of Your Career Happiness**

- Take Control of Your Professional Development
- Seek Frequent Feedback
- Practice Professional Courage
- Seek Mentoring and Seek to Mentor Others

### **Lesson 8: Set Boundaries**

Learn to Say No  
Learn to Say Yes  
Protect Your Downtime  
Know When to Call it a Day

### **Lesson 9: Practice Positivity**

Keep Your Interactions Positive  
Practice Gratitude  
Address Conflicts and Misunderstandings Directly

### **Lesson 10: Choose to Be Happy**

Happiness is a Choice  
Choose Your Stress Response  
Do One Thing Every Day That You Love and Enjoy  
Seek to Make Positive Changes