

# How-To Shift Your Mindset to Be Happier at Work



You've most certainly been there at some point. You become so involved in your job that it starts to affect the rest of your life. Before you know it, you look back at the past year and you haven't done anything but work. Your relationships have suffered, you no longer have any hobbies and your definition of happiness is defined by spread sheets and project goals. No one can blame you for being so dedicated but continuing down this stressful path is a recipe for poor health, failed relationships and unhappiness. It's time to make a change.

This mindset begs the question, what makes you happy? Is it getting a raise or promotion? Is it crushing a project goal and winning that free trip to Hawaii? If your answer is yes to any of these questions, it's a sign that your deriving happiness from external factors instead of from within. If this is the mindset you're in, what happens when you don't get that promotion or you barely miss that goal? Do you become unmotivated and withdrawn? Does your productivity suffer? Does work become the last place you want to be?

In a culture that is so results oriented, it's easy to see how people can fall into the trap of deriving happiness from achievements and material things. Think about your neighbor with the Rolex watch, brand new sports car and membership at the fancy country club. Sure, there's nothing wrong with liking nice things, but are they truly what make someone happy?

If you find yourself in the mindset of measuring your worth and enjoyment in life from what you accomplish, you may want to consider making a change. It's pretty simple. Instead of focusing on the outcome, immerse yourself in the process of doing your job well.

A good place to start is with four simple questions.

*Are you enjoying the problems you're solving at work?*

*What kinds of problem solving challenges you in a positive way?*

*How many goals have you achieved?*

*Did achieving goals feel make you more excited than the work it took to get the job done?*

When you answer these questions honestly, you should gain a keen sense of whether you're actually enjoying the work you're doing or not. If such is not the case, it's a good idea to look at what is causing you to be disheartened. Is it the physical space in which you work? Is it an over-bearing boss that is quick to hand out criticism yet hardly ever praises a job well done? Do you feel stuck by the proverbial glass ceiling? Or is the work itself just something you simply don't enjoy?

Once you've identified some factors that are keeping you from being your most productive and squelching your happiness, it's time to formulate a plan to improve the situation. The solution might be as simple as getting a standing desk, finding an office with more natural light or making time on your lunch hour to get some fresh air and light exercise.

If making some small environmental changes doesn't seem to be enough, you might want to consider some more significant changes like a different employer or maybe even a different career altogether. If you get to this point, the first thing you should do is identify what types of work will allow you to enjoy the process. Are you a people person that likes a lot of face time? Or are you sick of people and prefer to be left alone to do your job? Is working from home something you've always wanted to do but never had the chance? Or do you thrive in a fast-paced collaborative environment? Whatever you decide, make sure you do plenty of research and ask questions. After all, the reason you're leaving your current job is to be happier somewhere else.

It's a shame that so many people in the modern workforce trade days for dollars in jobs they don't particularly care for. They toil away for years on end always focused on the results of their work without enjoying the process of getting there. If you find yourself in this position, take a step back and look at the situation as objectively as you can. If you come to the conclusion that your happiness is

derived solely from the results of your work, it might be time to make some changes, big or small, to increase your productivity, happiness and health.

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# Best Methods for Reducing Stress at Work



For most Americans, work-related stress is a part of daily reality. Whether stress is caused by looming deadlines, a toxic work environment or unrealistic expectations, it affects us both in and out of the workplace. We carry stress with us when we go home and if not managed, it can lead to insomnia, depression, addiction and a host of other health problems.

Unfortunately, stress is not likely to go away anytime soon. The good news is that it can be managed for our sake and the sake of those around us.

## Start Your Day off Right

If you're like millions of Americans, the first thing you do when you wake up is grab your phone and start looking at email. This habit is sure to start your day out with unneeded stress. You'll likely be short with your spouse and kids before you head out the door. Then you'll end up with road rage in traffic. By the time you get to work you'll have already set yourself up for a day of continued stress.

To help start your day off right, take the time necessary to eat a nutritious

breakfast, make time for a few minutes of physical activity and don't look at your phone. Taking just a few small steps in the morning will likely diminish the stress you feel at work throughout the day.

## **Stay Organized**

Have you ever noticed who has the messiest desk in the office? This person is the poster child for stress in the workplace. They always seem to be in a hurry, may forget important tasks and are on edge.

Clutter is a major trigger of stress. A good habit to get into is making sure everything is properly organized when you leave work. That way when you arrive in the morning, you won't have to spend precious time searching for a spreadsheet you need first thing.

## **Make Sure You're Comfortable**

Most workers spend all day seated at their desk behind a computer screen. Sitting for extended periods of time can lead to poor posture, bad circulation, back pain and undue stress. Though you may not notice stress being uncomfortable in the moment, you'll likely be more easily agitated throughout the day. The use of ergonomic furniture like a standing desk or elevated keyboard can work wonders to improve health and reduce stress.

## **Get Up and Move Around at Lunch**

Lunch hour exists for a reason. Sadly, too many people spend their lunch eating at their desk continuing to work. Even if this is the only major break you take during the day, it's important to clear your mind. Many workplaces have monthly step goals and will make time at lunch for employees to leave the office and get some light physical exercise. Participating in a program like this not only relieves stress but boosts morale and collegiality.

## **Stay Away from Office Gossip**

There's one person in every workplace who loves to talk about everyone else's

business. While it's easy to get sucked in and might feel good to be in the know, gossip and rumors have a way of causing unnecessary conflict and drama that stresses everyone out. Always act professionally and courteous but keep these people at a distance. Doing so will alleviate stress and allow you to stay focused on what's important.

## **Time Block**

Remember that guy with the messy desk? It's a disaster for a reason. He immediately reacts to whatever comes his way often leaving tasks unfinished. By the end of the day, he's started plenty of things but finished very few.

Setting aside blocks of time for specific tasks will allow you maintain focus, be more efficient throughout day and reduce stress.

Stress is here to stay. You're going to experience bad days, weeks and maybe even months. Some things are simply out of your control. You do have a choice in how you manage that stress though. Implementing even just a few healthy habits will surely reduce the amount of stress you feel and will likely lead to better health, increased productivity and a happier you.

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# **7 Techniques to Stay Happy at Work**



Happiness is a choice. However, as deadline approach we can feel pressure and

stress that makes happiness feel like a pipedream. Under busy conditions, it's important to focus on achieving greater mental health. The following tips can help you stay happy at work:

## **Do Something You Love Every Day**

Sure, you might love your job. However, work does not replace a hobby or family time.

Americans employed full time work an average of 47 hours per week which equates to 6 days per week. They also do not take all of their mandated time off. The average American receives 15 days off per year but only uses 14.

You need to make time for the things that you love to stay happy at work. This could be yoga, mountain biking, golf, knitting, or taking your kids to the park.

## **Stay Out of Work Place Drama**

Nothing like a little "he said, she said" to bring you down at work! Gossiping is high school and should stop when you are fifteen.

Work place drama is also destructive to your professional reputation. Your coworkers might start to recruit you to take sides or talk badly behind your back. Gossip is a recipe for unhappiness at work.

### **How to Avoid Work Place Drama**

- Save the venting for outside of the office
- Wait to reply to emails that feel like attacks to avoid scorching replies
- Never assume negative intent

## **Have a Clear Idea of Expectations**

Employers hire employees that help their company make money. Clarify what your employer expects from you to achieve what they need. This reduces stress from unclear end goals.

# Don't Overcommit

Have you ever felt pressure from not meeting job expectations? Avoid this by not overcommitting.

For example, your boss might be looking for someone to lead a project. This position could help you get a promotion. However, you are already loaded with tasks and working 50 hours per week. This is not the time to accept the position! Wait until you can perform to the best of your abilities.

# Help a Co-Worker

Have you ever felt happier after helping another person? Altruists are more likely to be committed to their work and not quit their job.

“Being motivated to help and believing your work makes a difference is associated with greater happiness in our analysis,” claims Donald Moynihan, professor in the La Follette School of Public Affairs. Moynihan found a link between happiness and altruism in the workplace between 49 countries.

Take 10 minutes to help with a difficult project to increase your happiness levels for the entire week.

# Think of 3 Good Things that Happened

When we focus on the negative, we will find the negative. Negativity can be a difficult pattern to break. Instead of focusing on your coworker's rude comment or pile of work, reflect on three things that you are thankful for. Doing so, can improve your mood and make work more enjoyable.

# Sleep More

Have you ever gotten a poor night's sleep and woken up cranky and anxious? Your body needs sleep, just like air and water.

## Signs that you aren't sleeping enough:

- Yawning

- Irritability
- Daytime fatigue

Increase your amount of sleep to 7-9 hours per night if you are suffering with these symptoms. A well-rested brain is a happier brain.