

## Increasing Your Happiness

Increasing one's happiness can be done through the power of positive thinking. That is one skill that this workshop will touch on to teach your participants how to be happier. Happiness will spread throughout your organization, and have a positive effect on everyone.



With our Increasing Your Happiness workshop your participants will engage in unique and helpful ways to increase their happiness. This will have a robust effect on their professional and personal lives. It will improve their communication skills, increase productivity, and lesson absenteeism.

### Course Outline:

#### Module One: Getting Started

- Housekeeping Items
- Pre-Assignment Review
- Workshop Objectives
- The Parking Lot
- Action Plan

#### Module Two: Plan Ahead For Happiness

- Have a Nightly Routine
- Get At Least Eight Hours of Sleep
- Wake Up Early
- Give Yourself Extra Commute Time
- Case Study
- Module Two: Review Questions

#### Module Three: Plan Your Day

- Arrive 10-15 Minutes Early
- Check Your Calendar for Action Items
- Create A to Do List For the Day
- Build In Breaks
- Case Study
- Module Three: Review Questions

#### Module Four: Relate To Others

- Greet Your Colleagues
- Smile!
- Build Your Support Team and Check In Regularly
- Take Time to Socialize
- Case Study
- Module Four: Review Questions

#### **Module Five: Go To Your Happy (Work) Space**

- Create a Workspace That Makes You Happy
- Clear the Clutter
- Bring In Personal Touches
- Add Some Green!
- Case Study
- Module Five: Review Questions

#### **Module Six: Accentuate the Positive**

- Use a Daily Affirmation
- Surround Yourself with Positive People
- Limit Your Negative Interactions
- Build Friendships
- Case Study
- Module Six: Review Questions

#### **Module Seven: Use Your Benefits**

- Use Your Vacation And Paid Time Off!
- Exercise Your Way to Happy!
- Employee Assistance Programs
- Other Benefits – Credit Union, Direct Deposit, Etc.
- Case Study
- Module Seven: Review Questions

#### **Module Eight: 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
- Case Study
- Module Eight: Review Questions

#### **Module Nine: Set Boundaries**

- Learn To Say No
- Learn To Say Yes
- Protect Your Downtime
- Know When to Call It A Day
- Case Study
- Module Nine: Review Questions

**Module Ten: Practice Positivity**

- Keep Your Interactions Positive
- Practice Gratitude
- Address Conflict or Misunderstandings Directly and Positively
- Look For the Silver Lining
- Case Study
- Module Ten: Review Questions

**Module Eleven: Choose To Be Happy**

- Happiness Is a Choice
- Choose Your Stress Response
- Do One Thing Each Day That You Love and Enjoy
- Seek To Make Positive Changes
- Case Study
- Module Eleven: Review Questions

**Module Twelve: Wrapping Up**

- Words from the Wise
- Review of the Parking Lot
- Lessons Learned
- Recommended Reading
- Completion of Action Plans And Evaluations