

5 One-Minute Practices to Help You Be Happier at Work

by Nataly Kogan, founder & CEO of **happier**

These science-based skills and practices are essential to experience more joy and resilience in your daily life. Spending just 5 minutes a day will help you be more productive, become a better problem-solver, and have a greater sense of meaning and well-being.

1 Embrace Your Stress: Acceptance Minute

Hit pause on your day and take a moment to allow yourself to feel okay about feeling stressed. Give yourself permission to feel what you feel, without judgment or a need to fix anything. Have a chat with yourself or even write it down.

Acceptance of our situation and feelings, especially when they're difficult, allows us the clarity to make better decisions about how to move through them.

Research shows that acknowledging a difficult feeling immediately reduces the intensity with which we feel it. It allows us to shift from fight-or-flight part of our brain to the thinking, rational, planning part and witness our emotions with more clarity.

2 Infuse the Good: Gratitude Minute

Every day, in the morning, write down 3 specific things you're grateful for in that moment before you check email or social media. The research is overwhelming for this to be a non-negotiable ritual on your to-do list.

Intentionally infusing yourself with this dose of positivity before the energy of work and the world or negative thoughts takes over significantly impacts how your day goes, including how you feel and your productivity.

Thousands of research studies in the field of positive psychology have shown that a gratitude habit makes you happier, helps regulate your mood, stimulates the brain's reward and pleasure centers, and increases your ability to cope with everyday stresses and traumatic life events.

3 Blast Your Stress: Intentional Kindness Minute

Schedule one small act of kindness every day. This ritual can be as simple as a check-in text to a friend, writing a thank you sticky note for colleague, or putting "do something small and kind" on your to-do list as a reminder for yourself.

Even the tiniest act of kindness, such as uninterrupted listening, makes us feel really good – and it brightens the day of someone you care about.

There's research to back this up – every kind act causes your brain to release oxytocin, which makes you feel better and these small, positive interactions help you feel less alone in your stress and improve your well-being.

4 To-Do List Meaning Makeover: Bigger Why Minute

Make it a daily ritual to scan your to-do list and note how each item might help a colleague, customer, or friend. Prioritize these when you can for an added boost.

We derive a sense of meaning when we connect something we're good at, our strengths, to doing something that helps others or contributes to a cause we believe in. Just the act of considering how your to-dos help others will help infuse your everyday responsibilities with a sense of meaning.

Research shows that having a sense of meaning increases your motivation to get stuff done, boosts your resilience, and helps you get through challenges and manage stress.

5 Happier Reset: Self-Care Minute

Keep a go-to self-care list on your desk and pick 1 when you feel like you're having an energy slump or fighting your day. Pause, close your laptop, silence your phone, and take a moment to do one thing that helps you clear your mind and catch your breath. If you can, 5 minutes is even better!

Just closing your eyes to breathe or daydream for one minute can help clear your mind, and leave you feeling a little more energetic and ready to tackle the next part of your day. You can also get up and stretch or grab your favorite beverage or snack.

Regular breaks have been shown to dramatically increase focus and productivity while doubling one's sense of health and well-being.



To learn more, grab a copy of **Happier Now** by Nataly Kogan.

To discover more ways to practice living happier – videos, daily rituals, the 5-minute Happier Workout™ – so you can thrive in your life and be Happier @ Work™, check out our website:

www.happier.com

10 Simple Practices to Help Your Employees Be Happier at Work



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1 Encourage a culture of gratitude with Gratitude Bookends at meetings. Begin weekly team meetings by expressing gratitude towards someone, and make sure to be specific. End the meeting the same way by asking if someone else would like to express their gratitude. Gratitude improves teamwork, productivity, and communication.

2 Regularly acknowledge the accomplishments and hard work of individuals and teams. Make a list of all of the simple ways you can do this: face-to-face, email, meetings, sticky note, handwritten card, surprise treat. Keep this list handy and implement one every day. Make it a top priority until it becomes an easy habit.

3 Elevate projects and tasks by connecting them to the Bigger Why. Start project meetings by asking employees to share why this project they are working on is meaningful and who it helps. Consciously connecting the work of individuals and teams to something greater helps increase job satisfaction and productivity.

4 Regularly ask for help from people who work with you. Leaders who model this behavior cultivate a culture where asking for help and collaboration is viewed as a positive. The act doesn't have to be herculean – what matters more is the frequency.

5 Block off ½ hour of no-meeting time in the morning to support a mindset of having a good, productive day. Put “Catch Your Breath Time” on everyone’s calendar to allow your employees some time to settle down, get organized, and plan for a good day. How you begin your morning significantly impacts how you feel the rest of the day.

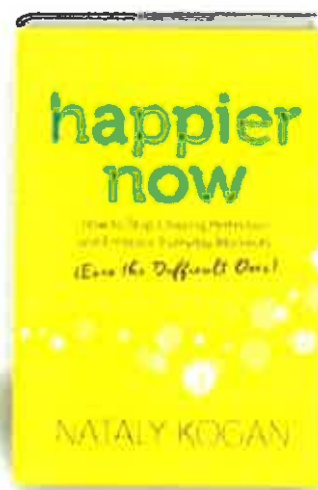
6 Be honest when you feel stressed and share what you’re doing to take care of yourself. When leaders are honest about dealing with stress and are open about their personal well-being practices, employees are more likely to value and engage in those practices themselves.

7 Structure regular, short breaks during the day. Increase creativity and productivity by encouraging regular breaks for constructive rest, especially when your team is overwhelmed and has long to-do lists. Regular breaks dramatically increase focus and double employee sense of health and well-being.

8 Celebrate small wins! Regularly share and celebrate small steps of progress by sending a team email or mentioning in a meeting and ask others to share theirs. Recognizing progress fuels resilience and productivity on the way to the bigger goal.

9 Make it a priority to remove obstacles so your team can make progress. Every day, ask yourself: What can I do to remove an obstacle for my team today? Talk to your employees and find out what obstacles they are facing that you can help with.

10 Encourage employees to share their personal interests. Start by sharing something you did last weekend, like a fun project or book you’re reading, and ask employees what they are up to. You can have a significant impact on the trust, safety, longevity, well-being, and health of your employees with this one simple act.



To boost your employees’ happier skills (and yours!) and elevate your team through meaningful leadership, grab a copy of **Happier Now** by Nataly Kogan.

www.happier.com

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