



Increasing Your Happiness

GLOBAL COURSEWARE

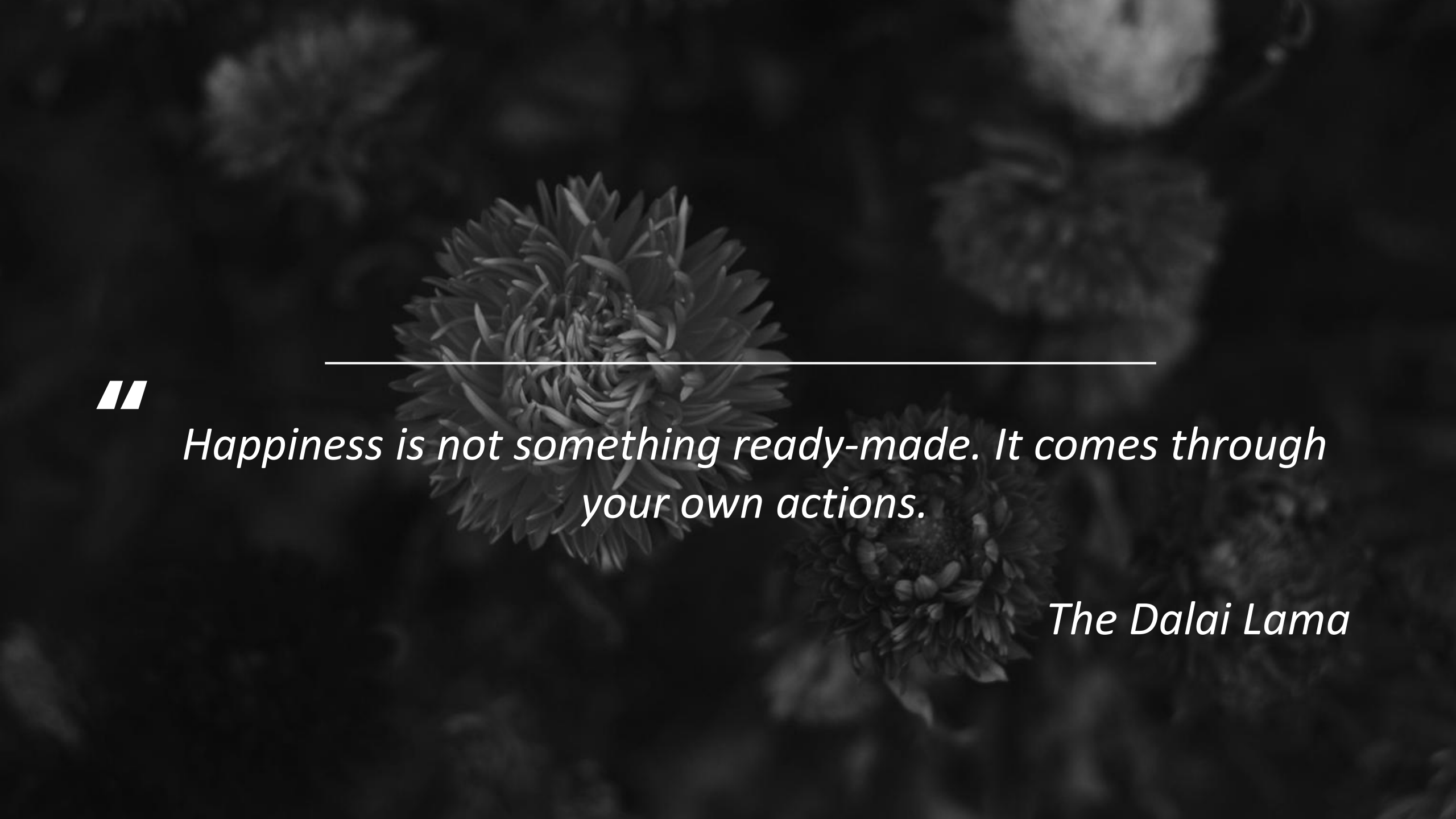
Getting Started

Finding ways to be happy at work not only brings you greater productivity and greater job satisfaction, but will help you achieve greater overall mental, emotional, and physical health.

Workshop Objectives



- Discuss how planning ahead cultivates workplace happiness
- Create a nightly routine and daily plan
- Understand how the workspace environment impacts happiness
- Think more positively



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*Happiness is not something ready-made. It comes through
your own actions.*

The Dalai Lama

MODULE TWO

Plan Ahead for Happiness

Finding ways to be happier at work can lead to better mental health, and can improve your productivity and overall work performance.



Have a Nightly Routine

Your routine will vary depending on what you need each day, what your workday looks like, and what the needs of your family are.

Get at Least 8 Hours of Sleep

- Go to bed and wake up at the same time every day
- Have a nightly routine that prepares you for bed
- Put away the electronic devices!





Wake Up Early for Some “Me” Time

- Pray or meditate
- Linger over your coffee, tea, or breakfast
- Spend time stroking your pet

Give Yourself Time to Arrive at Work Early

Giving yourself that cushion can also give you much-needed wiggle room in your commute to account for the unexpected.



Practical Illustration



- 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

Module Two: Review Questions

1. Which of the following is not considered a benefit of implementing a nightly routine?

A. It ensures that you have items you need in the morning

B. It helps promote more restful sleep

C. It helps alleviate rushing in the morning

D. It allows you to sleep as late as possible

Module Two: Review Questions

2. Other than work, where do most of us spend the most time?

A. Eating

B. Sleeping

C. With Family

D. Commuting

Module Two: Review Questions

3. How many hours of sleep should you get per night?

A. At least 8 hours

B. As many as you feel you need

C. 6-7 hours

D. At least 5 hours

Module Two: Review Questions

4. All but which of the following help promote restful sleep?

A. Going to bed at the same time each night

B. Making sure the bedroom is comfortable

C. Reading a book on an e-reader until you feel drowsy

D. None of the above

Module Two: Review Questions

5. Which of the following is not a benefit of waking up early?

A. It allows you time to ease into your day

B. It allows you to do some work before reaching the office

C. It allows you to spend some time with yourself before starting the day

D. It allows you to eat breakfast or otherwise start your day healthily

Module Two: Review Questions

6. Which of the following is a good use of your “me” time in the morning?

A. Exercise

B. Prayer or meditation

C. Eating breakfast

D. All of the above

Module Two: Review Questions

7. How early should you plan to arrive at work?

A. 10 - 15 minutes

B. 2 hours

C. 5 minutes

D. 30 minutes

Module Two: Review Questions

8. How can planning to arrive earlier promote a better workday?

A. It allows you time to check email and voicemail and plan your day

B. It gives you a cushion in case of unexpected commuting delays

C. It allows you time to greet your colleagues

D. All of the above

Module Two: Review Questions

9. Nothing gets your day off to a bad start like _____.

A. Rushing around in the morning

B. Relaxing in the morning

C. A cold cup of coffee

D. None of the above

Module Two: Review Questions

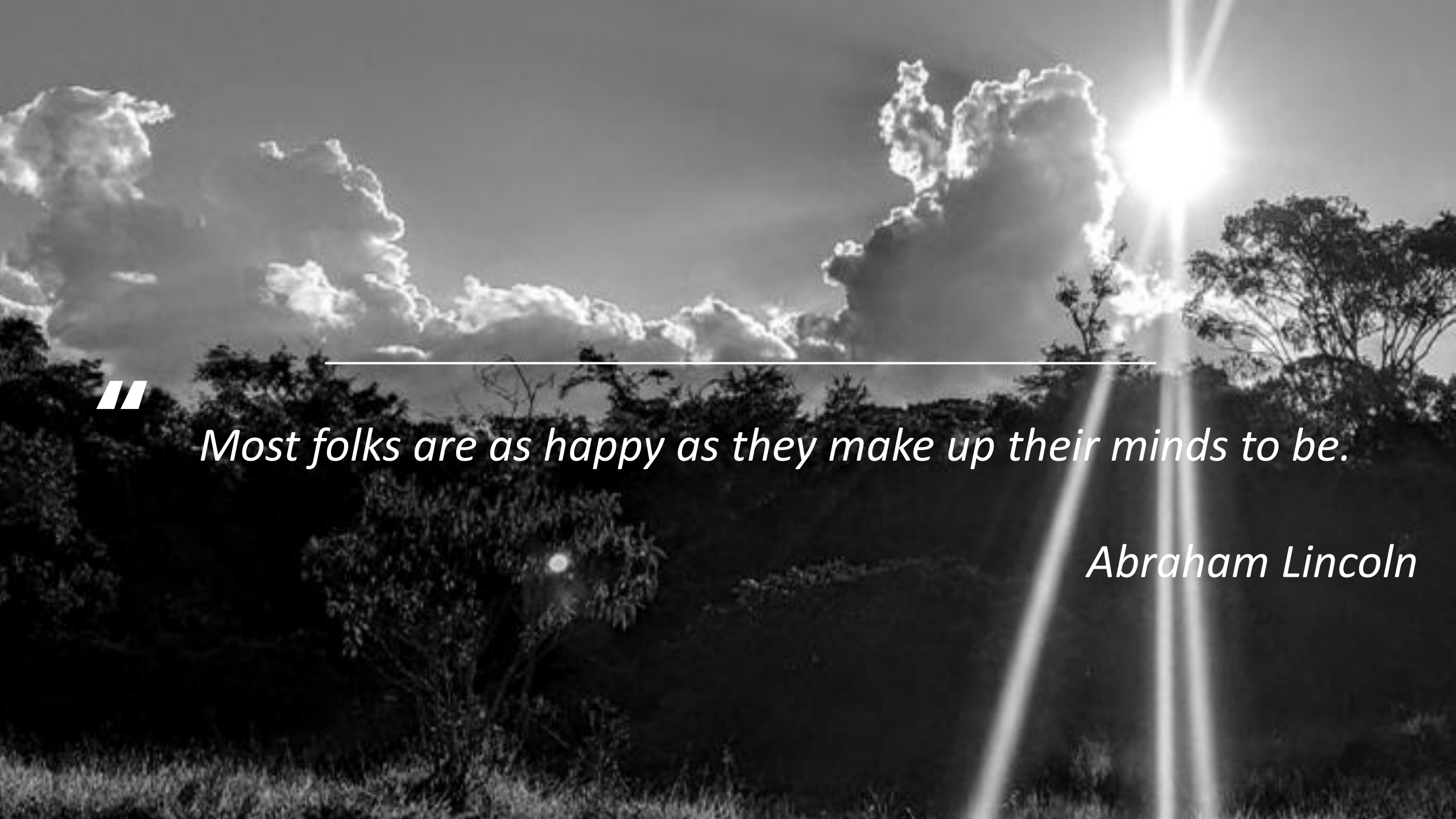
10. What does planning ahead help increase?

A. Productivity

B. Stress

C. Happiness

D. Revenue

A black and white photograph of a savanna landscape. The sun is bright and high in the sky, creating a strong lens flare that streaks across the right side of the image. Large, dramatic clouds are scattered across the sky. In the foreground, there are silhouettes of trees and bushes against the bright sky.

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Most folks are as happy as they make up their minds to be.

Abraham Lincoln

MODULE THREE

Plan Your Day

Taking a few minutes to plan your day can help alleviate stress and promote happiness at work.

Arrive 10-15 Minutes Early

When you arrive early, you have time to think about your day and make a plan, rather than having to immediately start with tasks and meetings.



Check for Action Items

It sounds like common sense, but the most important thing you can do to plan your day is to check for action items.





Creating a To-Do List for the Day

Once you've checked for action items, take a few minutes to make a to-do list for the day.

Build in Breaks

Even if you can't get up from your desk or out of your office, taking a quick 5-minute break can leave you feeling refreshed and recharged.



Practical Illustration



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

Module Three: Review Questions

1. What does arriving early allow for?

A. Planning your work day

B. Leaving early

C. Overtime pay

D. None of the above

Module Three: Review Questions

2. Arriving early gives you time to do which of the following?

A. Greet coworkers

B. Check email

C. Make a to-do list

D. All of the above

Module Three: Review Questions

3. Which of the following should you check for action items?

A. Email

B. Voicemail

C. Calendar

D. All of the above

Module Three: Review Questions

4. What is true of action items?

A. They are always urgent

B. They must be addressed immediately

C. They must be delegated

D. They form the basis of your to do list

Module Three: Review Questions

5. How can planning your day increase happiness at work?

A. It gives you a roadmap for the day

B. It helps you plan your time and resources

C. It reduces stress

D. All of the above

Module Three: Review Questions

6. What is not a useful method of removing a mental block?

A. Read

B. Busy work

C. Exercise

D. Work

Module Three: Review Questions

7. Which is not true of a plan for your workday?

A. It should account for every minute of your day

B. It should include breaks

C. It should address action items

D. It should be clear but flexible

Module Three: Review Questions

8. Which of the following is not true of breaks?

A. They allow you to transition from one task to another

B. They help you reset or refocus

C. They are distracting and throw you off track

D. All of the above

Module Three: Review Questions

9. Taking a few minutes to plan your day can help _____.

A. Reduce stress

B. Increase happiness

C. You delegate

D. A and B

Module Three: Review Questions

10. When should you check your email?

A. At the end of the day

B. As soon as you begin your
workday

C. During a break

D. None of the above

A black and white photograph of a coastal landscape. In the foreground, a winding road curves through a dark, forested hillside. The middle ground features a calm body of water, possibly a bay or fjord, with a small island or peninsula in the center. Several circular structures, likely fish farms, are visible in the water. The background is dominated by steep, dark mountains under a dramatic, cloudy sky. A thin white horizontal line spans the width of the image, positioned above the main text.

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Happiness depends on ourselves.

Aristotle

MODULE FOUR

Relate to Others

Instead of being a place where we are disconnected, work can become another place where we connect with others.



Greet Your Colleagues

Something as simple as taking the time to greet your colleagues when you come into the office can make all the difference!

Smile! Fake It If You Have To!

Remember to smile! Even when you don't feel like smiling, the act of using your muscles to smile releases happy chemicals into your brain.





Build Your Support Team

A good support team is made up of people you can turn to for advice, help, feedback, or just a kind word.

Take Time to Socialize

Take a few minutes to chat with a colleague when you refill your coffee cup.



Practical Illustration



- Greet Your Colleagues
- Smile! Fake It If You Have To!
- Build Your Support Team
- Take Time to Socialize

Module Four: Review Questions

1. What should you take time to do every day?

A. Greet your colleagues

B. Seek developmental feedback

C. Give someone feedback

D. Be alone

Module Four: Review Questions

2. What does greeting your colleagues do?

A. Builds relationships

B. Makes a connection with them

C. Starts your day with a positive interaction

D. All of the above

Module Four: Review Questions

3. What should you do when you don't feel like smiling?

A. Frown

B. Smile anyway

C. Avoid people

D. Call in sick

Module Four: Review Questions

4. What does smiling do?

A. Makes you appear approachable

B. Improves your mood

C. Makes connections with others

D. All of these

Module Four: Review Questions

5. Who should be on your support team?

A. Your supervisor or manager

B. Colleagues you collaborate with often

C. A colleague with whom you have a warm and open relationship

D. All of the above

Module Four: Review Questions

6. How often should you check in with your support team?

A. Yearly

B. Regularly

C. Only when there is a crisis

D. Only when they ask you how
you are

Module Four: Review Questions

7. Which is NOT true of socializing with colleagues?

A. It can make you more productive

B. It can take place at or outside of work

C. It can help you feel more connected and supported

D. It should be avoided during work hours

Module Four: Review Questions

8. You should take time to do which of the following when socializing with colleagues?

A. Catch up on shared projects

B. Share office gossip

C. Give work related feedback

D. Focus the interaction on something other than work

Module Four: Review Questions

9. Even if we _____, it is important to take time to relate to others in the workplace.

A. Don't really want to

B. Don't like anyone at work

C. Work well independently

D. None of the above

Module Four: Review Questions

10. When we have strong relationships with our coworkers, we may even look forward to_____!

A. Socializing after work

B. Working overtime

C. Going to work

D. Having lunch in the break room



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You can be happy where you are.

Joel Osteen

MODULE FIVE

Go to Your Happy (Work) Space

There are many simple steps you can take to create a workspace that promotes happiness.



Create a Workspace That Makes You Happy

Every person's needs are different, so don't be afraid to think about what makes you happy.

Clear the Clutter

One of the easiest things you can do to create a happier workspace is clear the clutter!





Bring in Personal Touches

Given the amount of time you spend in your workspace, taking the time to make it reflect you and your personality is an investment in your overall happiness.

Add Some Green!

One of the easiest things you can do to promote happiness in your workspace is to bring in some green!



Practical Illustration



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

Module Five: Review Questions

1. What should your workspace reflect?

A. Your personality

B. Company policy

C. Conformity

D. Nothing

Module Five: Review Questions

2. Personalizing your workspace does not require _____.

A. Thought

B. Big changes

C. Permission from management

D. Clearing clutter

Module Five: Review Questions

3. Things that are unloved and unused are called _____.

A. Action items

B. Clutter

C. Media

D. Nothing

Module Five: Review Questions

4. When clearing clutter, which items can you keep?

A. Only those you use every day

B. Only those with a specific purpose

C. Anything that you might use someday

D. Inspirational items

Module Five: Review Questions

5. What do personal touches in the workspace do?

A. Promote happiness

B. Distract us

C. Distract others

D. Make us appear unprofessional

Module Five: Review Questions

6. Which is NOT true of personal touches in your workspace?

A. Bring in things that make you smile

B. Choose items that inspire you

C. Do not bring them in

D. They can increase happiness

Module Five: Review Questions

7. Which color inspires happiness?

A. Green

B. White

C. Yellow

D. Black

Module Five: Review Questions

8. What do green plants increase?

A. Carbon dioxide

B. Nitrogen

C. Oxygen

D. Hydrogen

Module Five: Review Questions

9. An uninspiring work space could be_____.

A. Inspiring

B. Depressing

C. Bright

D. Motivating

Module Five: Review Questions

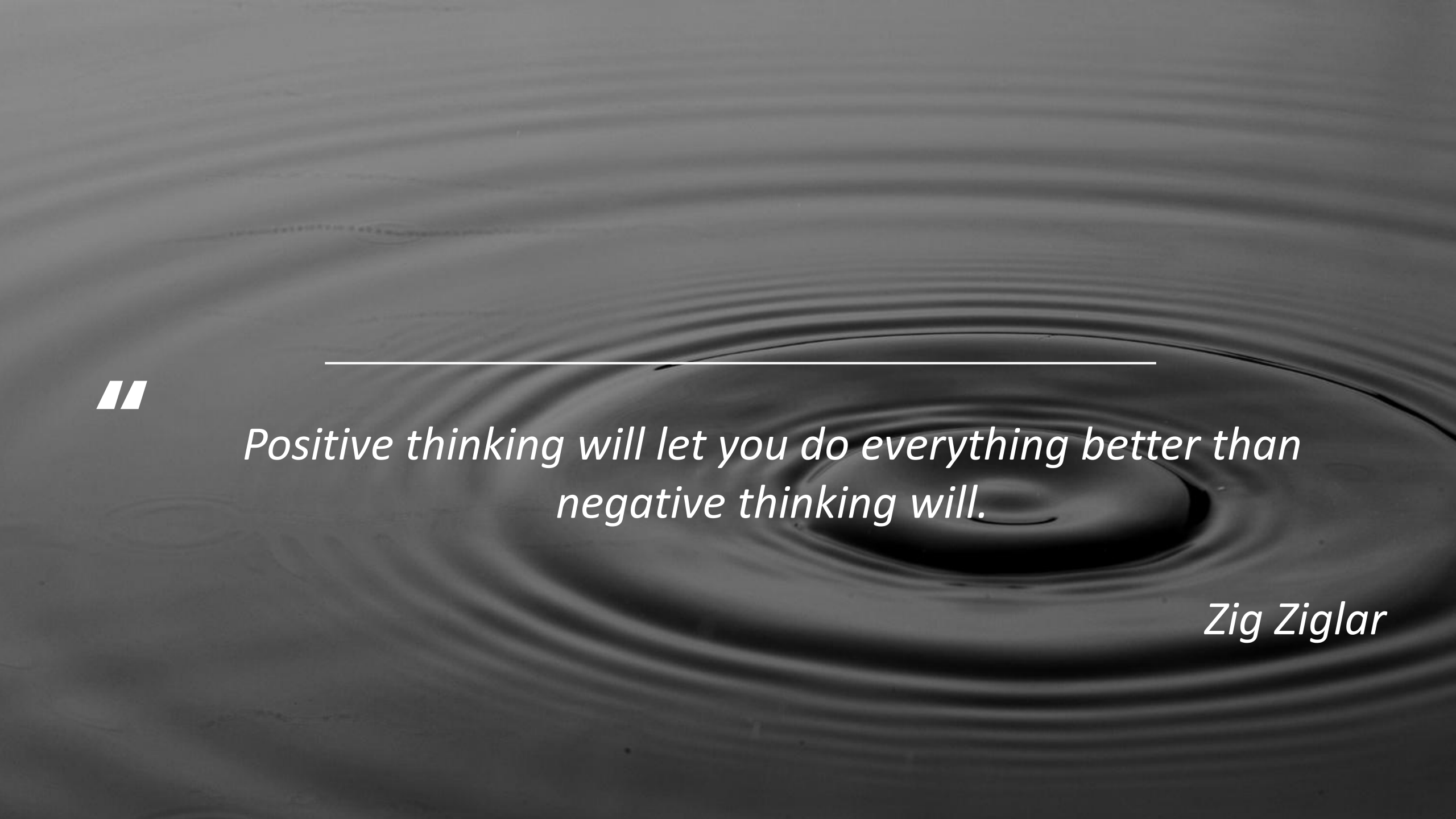
10. What types of personal items can make your work space a happier place?

A. Personal photos

B. Comfortable furniture

C. Plants

D. All of the above



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*Positive thinking will let you do everything better than
negative thinking will.*

Zig Ziglar

MODULE SIX

Accentuate the Positive

Making the small shift to accentuating the positive can go a long way toward greater happiness at work.



Use a Daily Affirmation

One way to start your day off on a positive note, and to focus on positivity throughout the day, is to use a daily affirmation.

Surround Yourself With Positive People

When you put together your support team, choose people who have a consistently positive outlook.





Limit Your Negative Interactions

Another way to keep yourself focused on the positive at work is to limit your negative interactions.

Build Friendships

Building friendships at work also helps keep you focused on the positive.



Practical Illustration



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

Module Six: Review Questions

1. Making which type of interactions will increase happiness at work?

A. Positive

B. Normal

C. Negative

D. Fleeting

Module Six: Review Questions

2. What should you accentuate to create greater work happiness?

A. The negative

B. The positive

C. The bottom line

D. None of the above

Module Six: Review Questions

3. How often should you use an affirmation?

A. Whenever you have a bad day

B. Weekly

C. Daily

D. Monthly

Module Six: Review Questions

4. Where can you find affirmations to use?

A. You can create them yourself

B. In books

C. Online

D. All of the above

Module Six: Review Questions

5. What type of people should you surround yourself with for greatest happiness?

A. Realistic

B. Positive

C. Distant

D. Opinionated

Module Six: Review Questions

6. What should you do when encountering positive people?

A. Avoid them

B. Ignore them

C. Change them

D. Surround yourself with them

Module Six: Review Questions

7. What often occurs when you interact with negative people?

A. You feel negative too

B. You feel happier

C. Creativity

D. Procrastination

Module Six: Review Questions

8. Who should you choose to build friendships with?

A. The people you work with most

B. The people who can advance
your career

C. Positive people

D. No one

Module Six: Review Questions

9. What can you use to help stay positive?

A. Affirmation

B. Prayer

C. Meditation

D. Accountability partner

Module Six: Review Questions

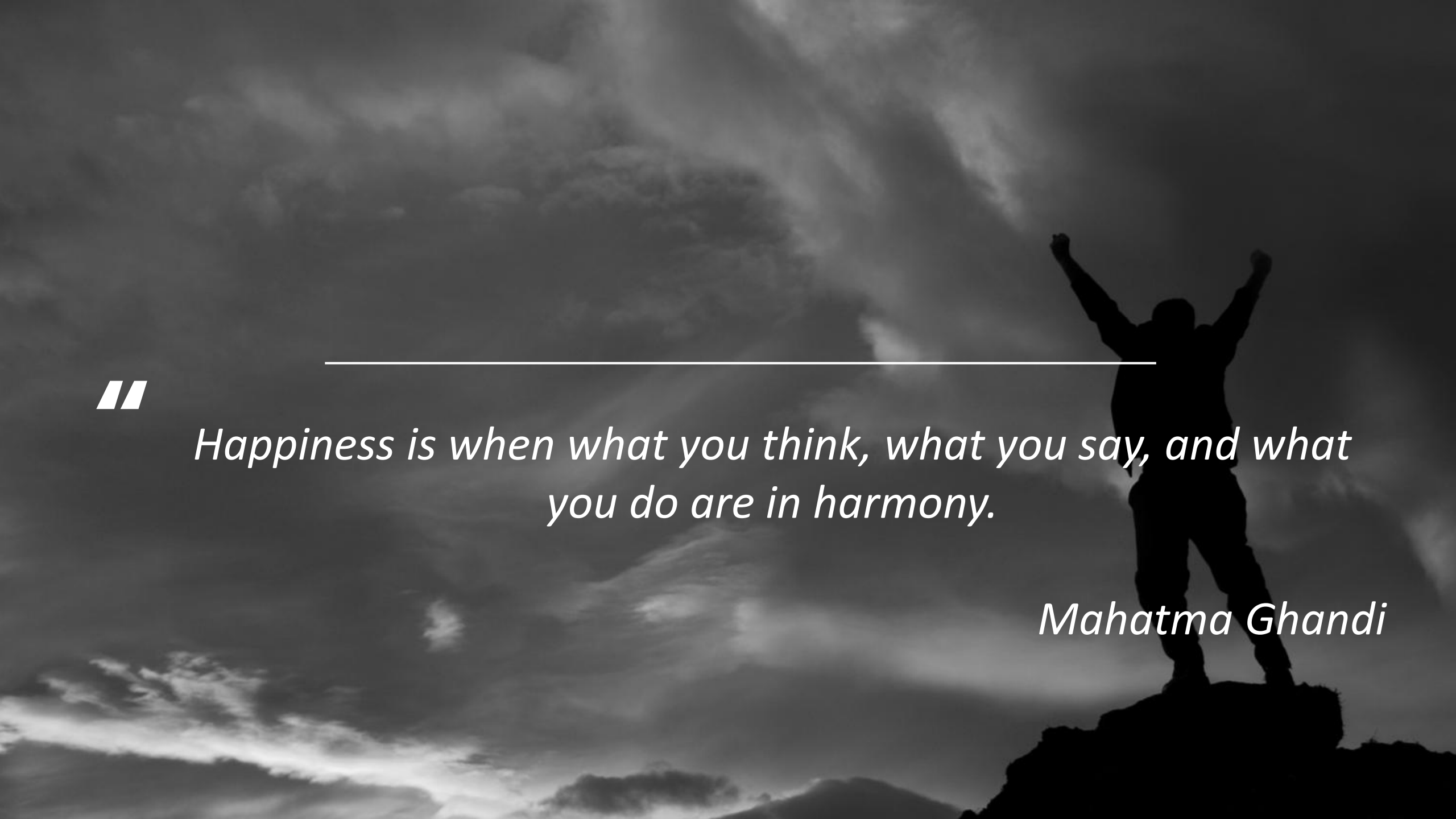
10. What technique can be used to be most positive?

A. Affirmation

B. Avoiding negative people

C. Seeking out positive people

D. All of the above



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Happiness is when what you think, what you say, and what you do are in harmony.

Mahatma Ghandi

MODULE SEVEN

Use Your Benefits

Taking full advantage of these benefits can help you be happier, healthier, and more productive.

Use Your Vacation and Paid Time Off!

Studies show that people who take time off throughout the year are happier at work because they have breaks to look forward to.



Gym or Health Club Memberships

Studies show that exercise is one way to increase serotonin, the feel-good hormone.





Employee Assistance Programs

Explore the benefits available through your EAP and take advantage of those that can increase your happiness and well-being.

Explore Other Benefits

Many of these benefits can streamline otherwise stressful activities like banking.



Practical Illustration



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

Module Seven: Review Questions

1. What is true of paid time off?

A. It should be saved and cashed out

B. It should be taken regularly

C. It should be taken only for sick days

D. None of the above

Module Seven: Review Questions

2. Studies show that taking regular time off provides which of the following?

A. Motivation to be productive

B. Time to reset and relax

C. Greater happiness

D. All of the above

Module Seven: Review Questions

3. Exercise increases _____.

A. Serotonin

B. Insulin

C. Melatonin

D. Understanding

Module Seven: Review Questions

4. How can a gym membership or health club membership increase workplace happiness?

A. By increasing overall physical health

B. By increasing overall mental health through exercise

C. By increasing mental health through services like massage or yoga

D. All of the above

Module Seven: Review Questions

5. Which is not true of EAPs?

A. They provide referrals to many services

B. They can be accessed at any time

C. They are only for employees in crisis

D. None of the above

Module Seven: Review Questions

6. What does EAP stand for?

A. Employer Assistance Program

B. Employee Assistance Programs

C. Employee Activation Program

D. None of these

Module Seven: Review Questions

7. How can other benefits increase employee happiness?

A. They can streamline tasks such as banking

B. They can help save time

C. They can help save money

D. All of the above

Module Seven: Review Questions

8. Why should employees consult HR about benefits beyond health insurance?

A. These benefits often go unused

B. All of these

C. There may be benefits the employee is unaware of

D. These benefits are earned

Module Seven: Review Questions

9. Why might a person avoid taking time off?

A. They feel they don't deserve it

B. They feel they hadn't earned any

C. They feel they are too far behind on projects

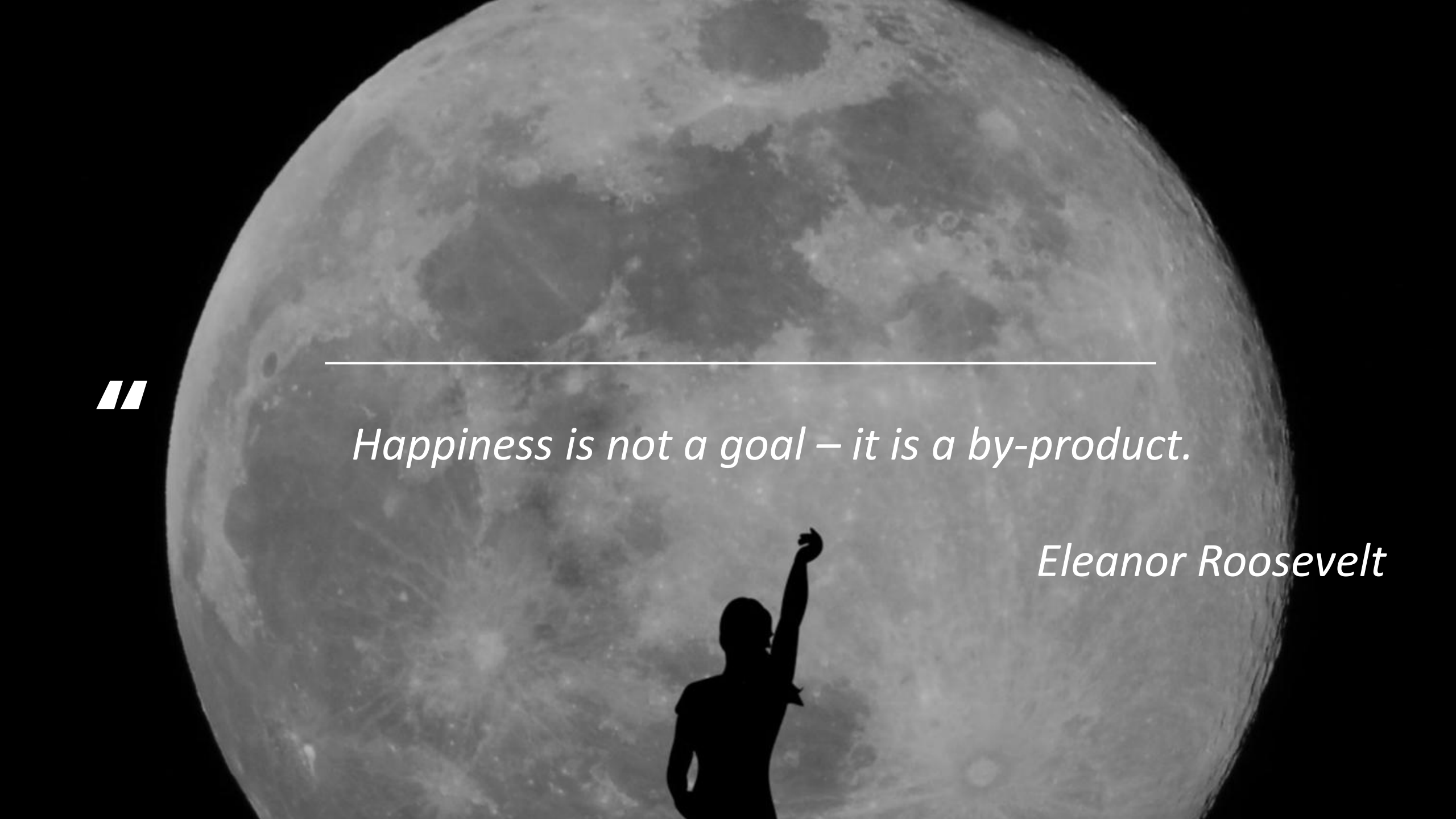
D. All of the above

Module Seven: Review Questions

10. Time off is intended to be taken all at once.

A. True

B. False



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Happiness is not a goal – it is a by-product.

Eleanor Roosevelt

MODULE EIGHT

Take Control of Your Career Happiness

Seek out opportunities to improve your performance, take on new responsibilities, or otherwise engage in work that is rewarding and fulfilling.



Take Control of Your Professional Development

Create a professional development plan for the next year or even five years, for yourself, and actively seek ways to implement it.

Seek Frequent Feedback

Being aware of what we are doing well and what we can improve helps us as we set professional goals.





Practice Professional Courage

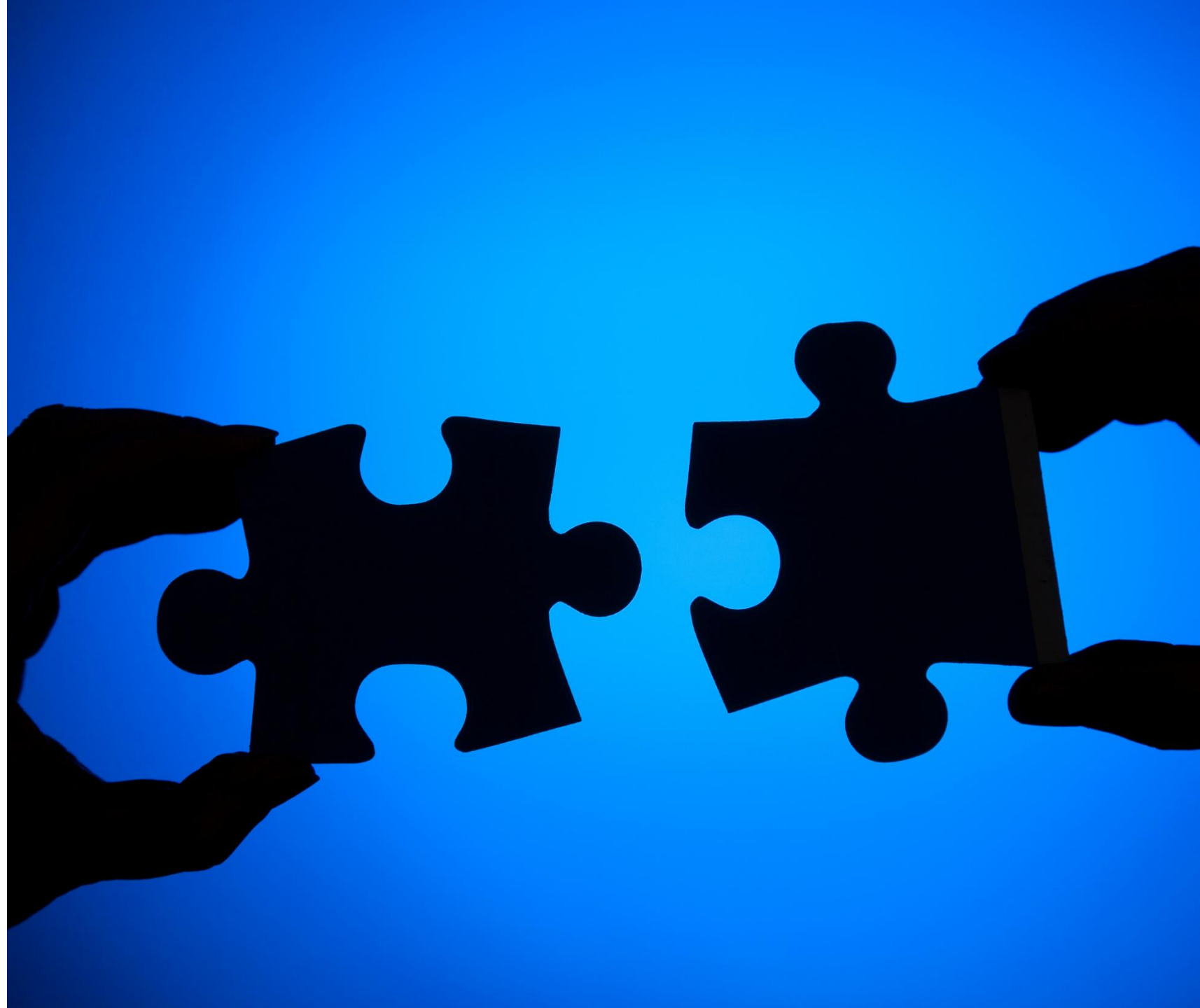
Directly and
productively
addressing
conflicts

Advocating for
yourself and others

Dealing directly
and proactively
with potential
problems

Seek Mentoring, and Seek to Mentor Others

Spending time with a mentor and getting their feedback can amp up your professional growth.



Practical Illustration



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

Module Eight: Review Questions

1. How can you take control of your career happiness?

A. Set goals

B. Build new skills

C. Make a career plan

D. All of the above

Module Eight: Review Questions

2. What should you be when taking control of your professional development?

A. Passive

B. Active

C. Deferent

D. Hesitant

Module Eight: Review Questions

3. What is true of feedback?

A. It should be avoided

B. It is destructive

C. It should be sought regularly

D. Nothing

Module Eight: Review Questions

4. How should you view feedback?

A. Learning opportunity

B. Personal flaw

C. The end of a career

D. None of the above

Module Eight: Review Questions

5. What takes professional courage?

A. Addressing conflict directly

B. Advocating for others

C. Advocating for one's self

D. All of the above

Module Eight: Review Questions

6. What will not increase professional courage?

A. Asking for what you need

B. Avoiding conflict

C. Addressing conflict directly

D. Speaking up for your team

Module Eight: Review Questions

7. Seeking out a mentor is a way of _____.

A. Delegating

B. Taking control of your professional development

C. Criticism

D. All of the above

Module Eight: Review Questions

8. Seeking opportunities to mentor gives you a chance to do which of the following?

A. Share your knowledge

B. Grow your leadership skills

C. Help another develop

D. All of the above

Module Eight: Review Questions

9. How can you feel more fulfilled at work?

A. Seek new opportunities

B. Take on new responsibility

C. A and B

D. Neither A nor B

Module Eight: Review Questions

10. If we do not seek out our own professional growth, we might_____.

A. Quit our job

B. Remain in the same position

C. A and B

D. None of the above



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If you want to be happy, be.

Leo Tolstoy

MODULE NINE

Set Boundaries

Strong boundaries can also help alleviate conflicts and other problems which can undermine everyone's happiness!



Learn to Say No

It can be hard to say no, especially to people who we depend on in the workplace.

Learn to Say Yes

Learning to say yes to things we really want to say yes to is as important as learning to say no!





Protect Your Downtime

Let your team members and clients know that you do not check email on the weekend, or that you only check a set number of times.

Know When to Call It a Day

In this age of smart phones and tablets, even if we leave the office at our regular time, work can follow us home.



Practical Illustration



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

Module Nine: Review Questions

1. What is a misconception about boundaries?

A. They mean you are not a team player

B. They are healthy

C. They contribute to happiness

D. They contribute to productivity

Module Nine: Review Questions

2. How should you set boundaries?

A. Rudely

B. Vaguely

C. Firmly yet politely

D. It does not matter

Module Nine: Review Questions

3. Not saying no when we want to can lead to

_____.

A. Conflict

B. Resentment

C. Burnout

D. All of the above

Module Nine: Review Questions

4. What keeps us from saying no?

A. Fear or repercussions

B. Guilt

C. Desire to be liked

D. All of the above

Module Nine: Review Questions

5. We should feel free to say yes _____.

A. When we want to

B. When all other work is done

C. When there is no risk

D. All of the above

Module Nine: Review Questions

6. What keeps us from saying yes?

A. Fear of repercussions

B. Guilt

C. Fear of failure

D. All of the above

Module Nine: Review Questions

7. Downtime should be _____.

A. Protected

B. Flexible

C. Low priority

D. Nonexistent

Module Nine: Review Questions

8. Which of the following poses a risk to downtime?

A. Smart phones

B. Tablets

C. Colleagues

D. All of the above

Module Nine: Review Questions

9. A _____ can be a major contributor to unhappiness in the workplace.

A. Cantankerous boss

B. Lack of boundaries

C. Small work space

D. None of the above

Module Nine: Review Questions

10. By not setting efficient boundaries, we subject ourselves to_____.

A. Decreased personal time

B. Fewer friends

C. Better quality work

D. Increased salary



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Happiness is the only good.

Robert Ingersoll

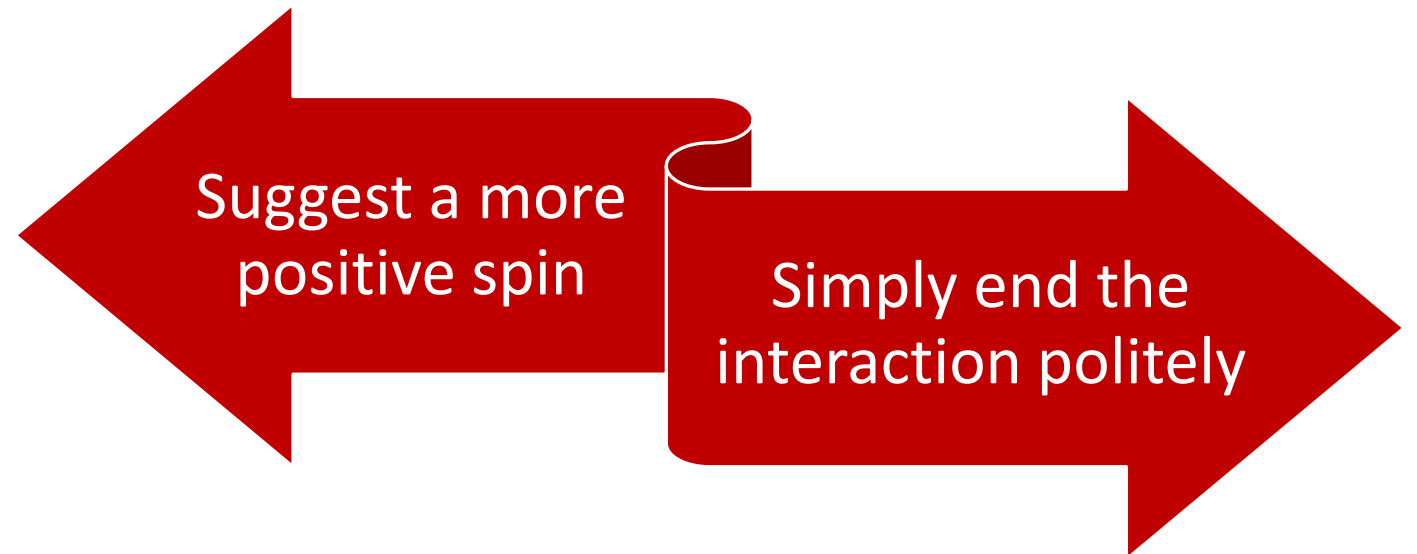
MODULE TEN

Practice Positivity

Taking the time to learn some basic skills for practicing positivity is a worthwhile investment in your own happiness.



Keep Your Interactions Positive



Practice Gratitude

Taking the time to practice gratitude helps focus you on your blessings and the positive aspects of your day and your life.





Address Conflict and Misunderstandings Directly

Directly and positively addressing conflict and misunderstandings prevents them from festering into resentment and grudges.

Look for the Silver Lining

When we look for the silver lining, it helps us refocus on the good in a situation rather than fixating on the negative.



Practical Illustration



- Keep Your Interactions Positive
- Practice Gratitude
- Address Conflict and Misunderstandings Directly
- Look for the Silver Lining

Module Ten: Review Questions

1. What should your interactions focus on?

A. The positive

B. The job

C. The company

D. The negative

Module Ten: Review Questions

2. What should be avoided when practicing positivity?

A. Whimsy

B. Conflict

C. Gossip

D. Nothing

Module Ten: Review Questions

3. How often should you practice gratitude?

A. Weekly

B. Daily

C. Monthly

D. Never

Module Ten: Review Questions

4. The items on your gratitude list may be _____.

A. Major

B. Minor

C. Small

D. All of the above

Module Ten: Review Questions

5. How should conflict be addressed?

A. Directly

B. Positively

C. Promptly

D. All of the above

Module Ten: Review Questions

6. What is not conducive to addressing conflict?

A. Directness

B. Seeking solutions

C. Placing blame

D. Reaffirming the relationship

Module Ten: Review Questions

7. What should you assume in a conflict?

A. That the other person has everyone's best interest at heart

B. That the other person was intentionally hurtful

C. That you need to seek revenge

D. All of the above

Module Ten: Review Questions

8. Which of the following is a potential silver lining to a difficult situation?

A. There is something to be learned from it

B. It brought the team closer together

C. It could have resulted in something much worse

D. All of the above

Module Ten: Review Questions

9. How is positivity like a muscle?

A. It can be painful

B. It has to be used

C. It should be avoided

D. It can be challenging

Module Ten: Review Questions

10. It is important to become Pollyanna.

A. True

B. False

A black and white photograph of a hot air balloon floating over a mountain range. The balloon is in the upper right corner, featuring a striped pattern. The mountains are in the foreground and middle ground, with some peaks covered in clouds. The sky is filled with soft, wispy clouds.

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Happiness is an inside job.

William Arthur Ward

MODULE ELEVEN

Choose to Be Happy

Ultimately, the most important thing we can do to promote happiness at work is to choose to be happy!



Happiness is a Choice

Know that from moment to moment you can choose to be happy or choose to be miserable!

Choose Your Stress Response

Stressful situations will always arise, but when we choose a positive response, we can emerge from those situations with our happiness intact!



A vertical image on the left side of the page shows a person standing on a dark, rocky outcrop. The person is silhouetted against a bright, orange and yellow sky, with their arms raised in a gesture of triumph or joy. The background features rolling hills or mountains under a hazy, sunlit sky.

Do One Thing Every Day That You Love and Enjoy

Yoga in the morning

Cup of your favorite tea

Engage in a rewarding hobby

Seek to Make Positive Changes

Seek to continuously make positive changes in your life and you will find your happiness growing.



Practical Illustration



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

Module Eleven: Review Questions

1. Happiness is fundamentally a (an) _____.

A. Choice

B. Accident

C. Lie

D. Result of other people

Module Eleven: Review Questions

2. What is the biggest step we can take towards happiness?

A. Change other people

B. Decide to be happy

C. Research

D. Hold people accountable

Module Eleven: Review Questions

3. The way we react to stress or unforeseen events is known as _____.

A. Conflict response

B. Stress connection

C. Stress response

D. None of the above

Module Eleven: Review Questions

4. Which of the following is a positive stress response?

A. Seeking a solution

B. Taking a time out

C. Deep breathing

D. All of the above

Module Eleven: Review Questions

5. How often should you do something you love?

A. When you have time

B. Monthly

C. Weekly

D. Daily

Module Eleven: Review Questions

6. Which is true of doing something you love and enjoy?

A. It should be done daily

B. It does not need to be done at work to benefit your work happiness

C. You do not need to be great at it

D. All of the above

Module Eleven: Review Questions

7. Which is true of making positive changes?

A. It is an ongoing process

B. It has no effect on happiness

C. You do not need to do this if you are already happy

D. None of the above

Module Eleven: Review Questions

8. What should you do as you seek positive change?

A. Reward yourself for the changes you've already made

B. Keep seeking changes

C. Understand that it is a continuous process

D. All of the above

Module Eleven: Review Questions

9. When we _____, we focus on the good in our lives, including our work lives.

A. Are negative

B. Are creative

C. Choose to be organized

D. Choose to be happy

Module Eleven: Review Questions

10. One of the things that undermines happiness is _____.

A. Procrastination

B. Stress

C. Too much work

D. Visualization

MODULE TWELVE

Wrapping Up

Although this workshop is coming to a close, we hope that your journey to Increasing Your Happiness is just beginning.



Words From the Wise

Every gift from a friend is a wish for your happiness.

- Richard Bach

Happiness depends more on how life strikes you than on what happens.

- Andy Rooney

Happiness is a direction, not a place.

- Sydney J. Harris

People let their own hang-ups become the obstacles between them and personal happiness.

- Lucinda Williams