

## Increasing Your Happiness Workshop

Increasing ones happiness can be done through the power of positive thinking. That is one skill that this work shop 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.

### Workshop Objectives:

- Discuss how planning ahead cultivates workplace happiness
- Create a nightly routine and daily plan
- Relate more effectively to others in the workplace
- Understand how the workspace environment impacts happiness
- Think more positively
- Take actions that will create greater workplace happiness



For more information or to reserve your spot in this workshop, please contact:

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## CLASS CONTENT

### **Module One: Getting Started**

Workshop Objectives

### **Module Two: Plan Ahead for Happiness**

Have a Nightly Routine

Get at Least Hours of Sleep

Wake Up Early Enough for Some “Me” Time

Give Yourself Time to Arrive at Work Early

Case Study

Module Two: Review Questions

### **Module Three: Plan Your Day**

Arrive - Minutes Early

Check 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! Fake It If You Have To!

Build Your Support Team

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!

Gym or Health Club Memberships

Employee Assistance Programs

Explore Other Benefits

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 and Misunderstandings Directly

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 Every 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