

CHECK-OUT

A key to happiness is to appreciate the good things in our life – and of course our work life. According to science gratitude improves our health, relationships, emotions, personality, and career. Gratitude helps us focus on what we have and on what works instead of what we don't have and what doesn't work. So instead of ending the week with memories of the failures or work you haven't done, this exercise will help you focus on the good.

This is a tool to check-out on a weekly basis. Use 5-10 minutes to answer the following 3 questions:

1) What am I grateful for?

List 3-5 things for which you are grateful. Write down whatever comes to mind – a colleague/employee who helped you or smiled at you, a task/project you finished, feedback you received, the way your team work together, that your job is meaningful etc.

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2) What progress have I made?

The single most important event leading to positive inner work life is making progress in meaningful work - even the small wins. Recognize the progress that you/your team have made this week.

3) Commitments and actions for next week.

Write down 1-3 actions you look forward to doing next week – to improve your and/or others' happiness at work.

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