



7 Simple Steps for Increasing Happiness in the Workplace

1. **Be On Purpose** - Know why your work is important to those you serve and you'll find the work more rewarding, thus more relaxing...
2. **Be Clear** - Share, ask questions, and listen when discussing tasks to be accomplished to ensure complete understanding before you start, this will save confusion and heartache down the road...
3. **Be Focused** - Forget the illusion of multitasking, do only one task at a time and do it well by eliminating distractions and enhancing your concentration...
4. **Be On Time** - Organize your day to avoid being rushed, pad the calendar a bit to account for the unexpected items you know are likely to pop up...
5. **Be Flexible** - Things change, so you need to be ready to change as well, it is the overly ridged that are stressed when the winds of change begin to blow...
6. **Be Good To Yourself** - Surround yourself with people, food, and things that support a healthy state of being and say goodbye to your stressors...
7. **Be Good To Others** - Taking care of colleagues and customers can take care of you as well, especially when you approach tasks with a sincere desire to serve...

Please let me know how I can be of further service...

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