

# **HAPPINESS HABITS**

## **WORKSHOP GUIDE**



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## LEARNING OBJECTIVES

At the end of the session delegates will have a better understanding of the importance of daily self-reflection and how building on strengths is a better indicator of being happy at work than 'fixing weaknesses'.

## INTRODUCTION

This guide is designed for a manager or a facilitator to deliver a short workshop featuring videos from the Video Arts Wellbeing Essentials Series. Each video comes with a series of activities around the following structure:

**LOOK** - watch the video and reflect on the content and message.

**THINK** - activities and questions linking the video to their own experience and workplace.

**REMEMBER** - a summary of the key learning points.

Each section relating to the video will last around 15 minutes

**PRACTISE** – At the end of the series of videos there is a 30 minute practical training exercise which will bring the learnings together.

## FEATURED VIDEOS

- Gratitude
- The power of ritual
- Memento mori
- Keep learning

## VIDEO 1 – GRATITUDE

### LOOK

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### THINK (5 minutes discussion)

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#### **What do you think you take for granted most days?**

This is a potentially challenging question for some team members as it requires trust in the team to talk with one another. Encourage others to respond by sharing an insight from yourself. It doesn't have to be particularly deep, but it should be honest and genuine.

### PRACTISE (5 minutes group exercise)

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To help build our wellbeing, we can build a daily practise of creating a journal of the good things that happened that day. For most of us, we can reflect on the day and remember at least three good things that happened. The more we can make this a regular practise, the stronger our resilience as we develop a healthy balance of what's going well when we may sometimes feel that things aren't going so well.

Start by thinking back to yesterday and writing down the three good things that happened over the day. They could be as simple as 'I watched an enjoyable TV show, to something like 'had a good session at the gym', to 'enjoyed a good meal with a friend'. On Twitter, there is a hashtag called #3goodthings which people could look at to see what people share about their days.

### REMEMBER

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- It's easy to get acclimatized to the good things in life and only see the bad things
- Think about (or better, write down) three things each day for which you're grateful
- Don't forget the tiny things. Yes, it might be your children but it could just be a cup of coffee

## VIDEO 2 – THE POWER OF RITUAL

### LOOK

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### THINK (10 minutes discussion)

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#### **What ‘rituals’ do you do each day that help you be happy when you do it?**

It could be things like:

- Listening to the radio when having my breakfast in the morning
- Seeing the kids before I leave for work
- Saying good morning to the newsagent owner each day
- Thanking the security guard for opening the door for me every day

#### **What work rituals do you have that others may not know about?**

When team members share things like this it helps create a better sense of empathy with others and also cultivates a better sense of team belonging. Others will also then know to look out for these rituals and often encourage you to keep doing them as they know it makes you happy.

### REMEMBER

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- Rituals make happiness-promoting behaviour automatic
- If a specific daily activity helps your happiness, resolve to do it at the same time each day
- Use a “shutdown routine” so you can leave work feeling good

## VIDEO 3 – MEMENTO MORI

### LOOK

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### THINK (5 minutes discussion)

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#### **What's on your bucket list?**

Your team members can have some fun with this one. Ask them to share their top 5 things they want to do in their life.

### REMEMBER

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- Remember the average human lifespan is about 4000 weeks. Make yours count!
- Carry a 'memento mori' – a small object to remind you of mortality whenever you see it or feel it in your pocket
- Make choices by asking how you'd like to be remembered at your own funeral

## VIDEO 4 – KEEP LEARNING

### LOOK

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### THINK (10 minutes discussion)

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**What are your strengths? What are the things you're really good at doing at work?**

Most people aren't asked this at work. They think they just have to do what's required of them. Helping team members to think about their strengths will help them to consider how they use these at work.

**How do you share new knowledge and insights with other team members?**

Are your team meetings just focused on work? What else could you discuss in team meetings to share knowledge and insights with others?

### REMEMBER

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- Find ways to learn and develop, whether it's workplace training or learning a language
- Build on existing strengths, more than trying to "fix" your weaknesses
- Follow your natural curiosity – it's a better motivator than 'what will help my career?'

## PRACTISE (20 minutes discussion)

This exercise will help team members focus more on understanding their strengths and how they can develop these in different ways.

First ask team members to make a list of skills that help them be effective in their work.

Then ask them to write a list of skills they personally have that help them be their best.

Ask them to compare the two lists and discuss with a partner.

This should start to create some initial awareness that sometimes the skills needed to do their job (e.g. filing and administration) aren't necessarily the same as their personal strengths (organising events and planning).

Next, ask them to consider how their personal strengths could be used to make them more effective in the work they do.

This may be a bit challenging for some people as they may realise that their personal strengths do not match against the skills for the job. That's ok, and what they should focus on is how to build strengths in their jobs for the skills that they can.

For others, they'll see connections almost immediately. For example as above, if someone has a strength in organising events and planning, and important part of that is the logistics and clear process or procedure. By ensuring there are good filing and administration processes in place, it will help that person use their strength for planning.

In the workplace, we don't often talk about strengths. By doing this we can build supportive and inclusive environments where people feel valued for their personal strengths because it helps the team to achieve more.

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