

Happiness is an Inside Job!

Your toolkit for creating
a happier life filled with
purpose, resilience,
courage, laughter and joy!

Happiness Toolkit



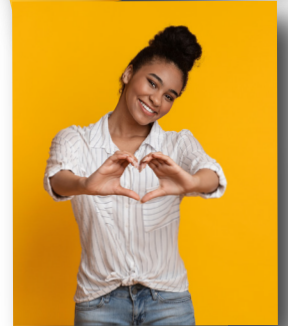
Research has shown that for a person to be happy, positive, resilient and healthy, their wholebeing needs to be focused on. From feeling a sense of purpose to relationships and more, a person becomes happier the more they focus on total mind, body and spirit.



This is true in all aspects of life:
at home, at work, at play!

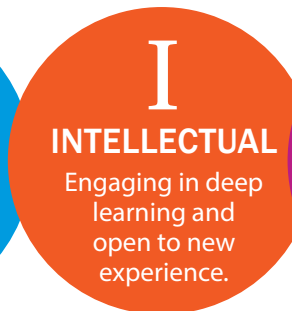
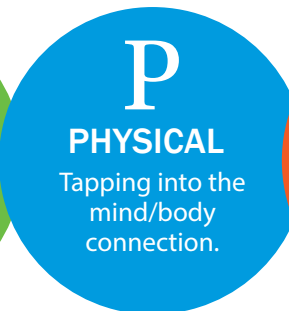
This toolkit gives you tools and ideas for you
to create a happier life!

No one is happy all the time. But you can learn
to live a happier and more fulfilling life. These
tools, based on the science of happiness,
can help!



What Creates A Happier Life?

Happiness has five key focuses that every person needs in order to flourish. We call these focuses SPIRE: Spiritual; Physical; Intellectual; Relational; and Emotional. The five elements of SPIRE add up to the ultimate element: the happiness element. Together, they create happiness for you— in life, at work, at play!



SPIRE is also the highest point or summit. Through this focus, you grow into the highest and best you are capable of! This Happiness Toolkit contains tools you can use to reach that summit of happiness!

Inside:

Mindfulness • Gratitude & Being a Benefit Finder
The Superpowers of Your Inner Strengths • The Power of Words
WOOP it UP! • Five “Must Dos” for Happiness
The Happiness of Music



The Power of Stillness

*Mindfulness & Being in the Moment –
The Foundation for Happiness*

What is Mindfulness?

Mindfulness is simply paying attention in a particular way: on purpose, in the present moment and nonjudgmentally. With today's fast-past, chaotic lifestyles, so many people are constantly multi-tasking and never taking those moments to just let their minds be still. Mindfulness is the practice of purposely focusing your attention on the present moment, deliberately paying attention to thoughts and sensations without judgment.

Mindfulness Benefits:

- Happier mood
- Decreased anxiety
- Brain change
- Increased self-esteem
- Teamwork improvement
- Increased creativity/productivity
- Relaxation
- Relieves stress
- Increases energy
- Helps open your mind to new ideas
- Puts you in a good mood for the entire day
- Let's you tap into your inner voice
- Brings you to the present moment
- **Helps you just be ... grounds you!**

Mindful Meditation:

This exercise teaches basic mindfulness meditation:

- Sit on a straight-backed chair or cross-legged on the floor.
- Focus on an aspect of your breathing, such as the sensations of air flowing into your nostrils and out of your mouth, or your belly rising and falling as you inhale and exhale.
- If your mind starts to race, return your focus to your breathing. No judgment if your mind strays!
- Do this ideally for 5-10 minutes or longer, but any amount will provide benefits. Often during a stressful time at work, even just doing this for 1 minute will help.

Breathe... smile... be...





The Power of Listening

Mindful listening is a way of listening without judgment, criticism or interruption, while being aware of internal thoughts and reactions that may get in the way of people communicating with you effectively.

When you listen mindfully:

- You are fully present
- You can absorb the speaker's whole message
- He/she feels heard and respected
- You cultivate empathy
- You let go of your reactions and other distractions

How to Listen Mindfully

When you listen mindfully, your focus should be on the person you are listening to, without distractions.

- Clear your area: workplaces are full of distractions like phones, computers, printers, and electronic devices. Mute your devices.
- Give yourself time: take a minute or two to clear your mind before you meet with someone. Practice a few relaxation techniques, such as deep breathing, before the conversation.
- Practice straight mindfulness: when you empty your mind of "clutter," you can make room for others' points of view.



Listening to Your Own "Cues"

Our cues are the thoughts, feelings and physical reactions we have when we feel anxious or angry, and they can block out ideas and perspectives that we're uncomfortable with. Mindful listening can help us to be more aware of our cues, and allow us to choose not to let them block communication.

- The rule is straightforward: simply "listen!" Listen carefully and attentively. Pay complete attention to the other person, and don't let other thoughts – like what you are going to say next – distract you.
- Some cues include:
 - o Do you feel the urge to share your own, possibly impressive story?
 - o Do you feel the urge to offer advice?
 - o What emotions are you experiencing?
 - o Are you "trying" to do anything? Are you trying to get them to like you or trying to do the exercise right?
 - o Are you making any assumptions?

Building Empathy In our Workplaces

Mindful listening creates empathy, one of the most important aspects of leadership in a company. When you're empathic, you can understand a situation from someone else's point of view. For example, you can validate his/her perspective by acknowledging her opinion. It does not mean you have to agree with them, just that you accept they have a different view of a situation from you. When you're empathetic, you are open and receptive to others' ideas.



Be a Benefit Finder!

The main ingredient of a happier life is focusing on all the things that are great about you, not about what is wrong or what could go wrong. It's important to celebrate all the things that can go right! One way to help is to become a **BENEFIT FINDER!** Benefit finding is "gratitude" on steroids. It's another happiness tool and is used by all superheroes!

What are you? Are You a Fault-finder or a Benefit-finder

Happiness depends on our state of mind more so than on the state of our bank account. Happiness is about what we focus on.

Two people can experience the exact same thing and experience it differently. To one it is a disaster, to one it is a growth experience. External circumstances **DO** matter at the extremes, of course, but beyond extreme circumstances, the external matters very little to our happiness.



There are two archetypes and what we choose to focus on determines our happiness.

Fault-finder

- Always looks at the problem. Always finds things to complain about.
- The world is just a bad, negative place.
- Many companies can be filled with fault-finders. Maybe one of your good friends or relatives is a fault-finder. It's their story. If you find yourself in a conversation with a fault-finder, try to help them find the positive about the situation. If they are too steeped in the negative, end the conversation and move on.

Benefit-finder

- Tries to look on the bright side of life.
- The invariable mark of wisdom is to see the miraculous in the common.
- "A pessimist sees the difficulty in every opportunity; an optimist sees the opportunity in every difficulty." – Winston Churchill.
- The benefit-finder finds the good things in their lives. They experience bad feelings, too (there will ALWAYS be some challenging days), but there's a balance.

Train Yourself to be a Benefit Finder

There will always be things that happen. How we become happier is by finding something good about the bad. You can train yourself to be a benefit-finder:

- At the end of the day, write down something "bad" that happened during the day.
- Then write down 1-3 things that are "good" about that situation — something good that you learned, something that came out of the situation that is positive.
- Do this for a week or more. You will soon find yourself finding the benefit more and more.

The more you focus on something good about a situation, the more positive you will become about life in general.

Every moment in our lives we have a choice: a choice to look at the negative or focus on the positive. You can always find a benefit in something. Looking at the "bright side" just 51% of the time can tip the scale and create greater happiness..

But always remember: no one is happy all the time. No one. It's okay if you have times when you're not quite wanting to find a benefit. Breathe, step back, give yourself permission to be human. Find the benefit when you're ready!



Be a Benefit Finder!

Write one thing that went wrong today:

Now, write down at least one good thing regarding the above. If you can think of 2-3, great, but write down at least one.

Write one thing that went wrong today:

Now, write down at least one good thing regarding the above. If you can think of 2-3, great, but write down at least one.

Practice Gratitude

Write five things that you are grateful for in your life:



Benefit finding is gratitude on steroids. Practicing gratitude when you can will create more happiness in your life. But there are keys to gratitude:

- Make it heartfelt.
- FEEL it. If you just write it, you're just going through the motion.
- Visualize it.
- Journal gratitude when it feels right. One time a week is enough to increase happiness.



Finding Your Superpowers!

Discovering and Using Your Inner Strengths to Create a Happier Life!

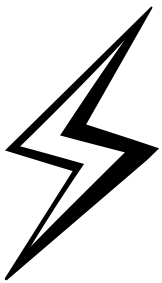
Finding Your Superpowers!

What are superpowers?
In the science of happiness, superpowers are your top inner strengths, your top character strengths!

Character strengths are the positive parts of your personality that make you feel authentic and engaged.

Researchers and scientists have discovered there are 24 character strengths. Everyone possesses ALL 24 character strengths in differing degrees, so each person is truly unique. You are unique! And the really super-exciting part? Research has shown that identifying your character strengths and focusing on your TOP character strengths can help you:

- Improve your relationships
- Enhance your overall wellbeing
- Build your resilience
- Strengthen your ability to overcome problems
- Make you happier
- And so much more!



How do you find your superpowers?

The leader in character strengths is the VIA Institute on Character. They created the VIA Character Survey. The VIA Survey has been used in hundreds of research studies and taken by millions of people all over the world resulting in better lives, workplaces, schools, teams and more! Taking the survey will reveal your 24 strengths and where they fall. **Your top 5 strengths are your superpowers!** Focusing on your superpowers will bring you happiness, create resilience and help you flourish in every part of your life. And when you focus on the superpowers of those around you, they become happier and more fulfilled, too.

Your **TOP** strengths are your **SUPERPOWERS!**

Find your top strengths or superpowers by taking the
VIA Character Survey at viacharacter.org



Finding Your Superpowers!

WISDOM <i>(strength of head)</i>	Creativity <ul style="list-style-type: none"> Originality Adaptive Ingenuity 	Curiosity <ul style="list-style-type: none"> Interest Novelty-Seeking Exploration Openness 	Judgment <ul style="list-style-type: none"> Critical Thinking Thinking Things Through Open-mindedness 	Love of Learning <ul style="list-style-type: none"> Mastering New Skills & Topics Systematically Adding to Knowledge 	Perspective <ul style="list-style-type: none"> Wisdom Providing Wise Counsel Taking the Big Picture View 	
	COURAGE <i>(strength of heart)</i>	Bravery <ul style="list-style-type: none"> Valor Not Shrinking from Fear Speaking Up for What's Right 	Perseverance <ul style="list-style-type: none"> Persistence Industry Finishing What One Starts 	Honesty <ul style="list-style-type: none"> Authenticity Integrity 	Zest <ul style="list-style-type: none"> Vitality Enthusiasm Vigor Energy Feeling Alive 	
		HUMANITY <i>(strength of others)</i>	Love <ul style="list-style-type: none"> Both Loving and Being Loved Valuing Close Relations with Others 	Kindness <ul style="list-style-type: none"> Generosity Nurturance Care & Compassion Altruism "Niceness" 	Social Intelligence <ul style="list-style-type: none"> Aware of the Motives/Feelings of Self/Others Knowing what Makes Other People Tick 	
			JUSTICE <i>(strength of community)</i>	Teamwork <ul style="list-style-type: none"> Citizenship Social Responsibility Loyalty 	Fairness <ul style="list-style-type: none"> Just Not Letting Feelings Bias Decisions About Others 	Leadership <ul style="list-style-type: none"> Organizing Group Activities Encouraging a Group to Get Things Done
				TEMPERANCE <i>(strength of self)</i>	Forgiveness <ul style="list-style-type: none"> Mercy Accepting Others' Shortcomings Giving People a Second Chance 	Humility <ul style="list-style-type: none"> Modesty Letting One's Accomplishments Speak for Themselves
TRANSCENDENCE <i>(strength of spirit)</i>	Appreciation of Beauty & Excellence <ul style="list-style-type: none"> Awe Wonder Elevation 	Gratitude <ul style="list-style-type: none"> Thankful for the Good Expressing Thanks Feeling Blessed 			Hope <ul style="list-style-type: none"> Optimism Future-Mindedness Future Orientation 	
	Self-Regulation <ul style="list-style-type: none"> Self-Control Disciplined Managing Impulses & Emotions 	Humor <ul style="list-style-type: none"> Playfulness Bringing Smiles to Others Lighthearted 	Spirituality <ul style="list-style-type: none"> Faith Purpose Meaning Belief in a Calling 			

There are 24 character strengths, each one falling under the 6 broad virtues of Wisdom, Courage, Humanity, Justice, Temperance, and Transcendence.

All of us have ALL 24 strengths, but in varying degrees, giving each of us a unique character profile.

Focus on What's Great About You!

Most people, when asked to choose between focusing on their strengths or focusing on their weaknesses, pick the latter. They want to improve what isn't the best strength, and they focus on what's *not* working. However, studies of individuals and organizations clearly demonstrate that focusing on strengths, focusing on what *IS* working, not only makes people happier, it makes them more successful. Focus on the positive!



Why does focusing on strengths work? What is the strengths approach about?

It's about identifying your best self

What is right for you, not what others are telling you.

It's about focusing on your strengths AND managing your weaknesses

Do not ignore your weaknesses. Improve your weaknesses to the point that they do not prevent you from exercising your strengths.

It's about being honest

Acknowledges problems, but doesn't get lost in them.

This approach is positive

Focuses on what is best and good.

This approach is empowering

Encourages and advances the individual.

This approach is energizing

Uplifts and fuels the person.

This approach connects people

Brings the person closer to others, aiding in mutual connection.



Research shows focusing on your top five signature strengths – Your SUPERPOWERS – is beneficial, making you happier and more successful.

Signature Strengths, Your Superpowers – Top 5

Your signature strengths are those strengths that best describe the positive aspects of who you are. These strengths are strong capacities in you and they are probably engaging, energizing, and comfortable for you to use. Your family and friends would immediately agree these are important strengths that you have. Finding ways to use and express these strengths is likely to bring you many benefits, and can help you create your best life. These are your SUPERPOWERS!

Middle Strengths – 6-19

Your middle strengths are an important part of who you are. While these are not your highest, or signature strengths, they still are likely to be ones that you express in your life. However, it may be that they are strengths that you express mostly in one life domain (e.g., work) instead of broadly across all domains, or they could be strengths that are, situational strengths, in that you express them when the circumstance calls for it. These strengths are likely not as automatic as your signature strengths, but they are close within reach and at your disposal. Focusing on these strengths and building on them can help you in situational aspects of life.

Lesser Strengths – Lower 5

You have a capacity for each of these lesser strengths. These are character strengths that do not occur as naturally as your other strengths. It probably requires a fair amount of effort and energy for you to use these strengths well, and at times this may be draining to you. Naturally, some individuals may have an interest in boosting up their lesser strengths. It is most likely this can be achieved by deliberate practice and by using your signature strengths to do so. Remember: These are your INNER strengths, not your external strengths or talents. For example, you may be very talented at being creative, but it may not be an inner passion of yours. And remember, there are NO BAD strengths.



Ideas on Using Your Superpowers!

Here are some strength-building exercises. Use these to spur thought and action on how you can focus on and use your strengths/superpowers. Find ways to focus on them at home, at work, in all aspects of your life. All of these exercises are ways to help tap into your strengths and create a happier and more fulfilling life for you. Many can help heal the world and make those around you happier, too!



Courage

Bravery

- Don't be afraid to befriend someone who is different but positive.
- Identify an area or a an experience where you shied away from a confrontation due to fear or fear of not saying the right thing. Practice the phrases, the tones, and the mannerisms that will enable you to effectively confront the situation next time and speak up for injustice.

Perseverance

- Set five small goals weekly. Break them into practical steps, accomplish them on time, and monitor your progress from week to week.
- Keep a checklist of things to do and regularly update it.
- Select a role-model who is different than you, who exemplifies perseverance and determine how you can follow her/his footsteps. Share their story with friends and colleagues. Share their story on your social media.

Honesty

- The next time you are asked for advice, give constructive, direct and authentic feedback.
- Honor your commitments in all of your relationships. If you agree to do something or schedule a time to meet with someone, be reliable and follow through.
- Have an honest conversation with yourself about how you may have treated someone differently because of the color of their skin or other difference from you. Come at it with a sense of forgiveness for yourself and how you can do better going forward.

Zest

- Improve your sleep hygiene by establishing regular sleep time, eating 3-4 hours before sleeping, avoiding doing any work in the bed, not taking caffeine late in the evening, etc. Notice changes in your energy level.
- Do a physically rigorous activity (bike riding, running, sports singing, playing) that you always wanted to do but have not done yet.
- Call old friend and reminisce good old times.
- Reach out to someone you normally wouldn't reach out to and share a fun outing, doing something together.

Humanity

Love

- Engage in a favorite activity with a loved one (e.g., hiking, going to an amusement park, biking, walking in the park, swimming, camping, jogging).
- Convey love at work by making an effort to understand who you're working with, finding out what is important to them and engaging with them on the topic regularly.

Kindness

- Say kinder and softer words to people when interacting through email, writing letters, talking on phone. Smile when answering the phone and sound happy to hear from the person on the other end of the line. Be kind on social media whenever possible.
- Take out a friend(s) on a surprise dinner and pay for it.
- Perform a random act of kindness each day for a week for strangers.

Social Intelligence

- Practice noticing, labeling and expressing emotions. After you become aware of an emotion, label it, and if appropriate, express it to another.
- Watch a favorite TV program or film muted and write feelings observed.
- Write five personal feelings daily you have when it comes to race relations and monitor patterns.

Justice

Teamwork

- Help someone close to you set a goal and then periodically check on their progress.
- Start a book club with family members, friends or colleagues. Schedule a time to meet and discuss the selected books.
- Volunteer for activities such as serving as a Big Brother or Big Sister or constructing a Habitat for Humanity house.

Fairness

- The next time you make a mistake, self-monitor to see whether you admit it.
- Self-monitor to see whether you think about or treat people of other ethnicities and cultures stereotypically.

Leadership

- When two people are in an argument, mediate by inviting others to share their thoughts and emphasizing problem solving.
- Read a biography and/or watch film of a leader who is not your ethnicity and evaluate how he/she inspires you in practical ways.



Temperance

Forgiveness

- Take 20 minutes and write about the personal benefits that resulted from a negative incident.
- Think of someone who you may have treated differently in your past. Put yourself in their shoes and try to understand their perspective. Forgive yourself and do better. If you still know them, reach out and ask for forgiveness.

Humility

- Resist showing off accomplishments for a week and notice the changes in your interpersonal relationships.
- Notice if you speak more than others in a group situation.
- Admit your mistakes and apologize to those who you may have wronged.

Prudence

- Remove all extraneous distractions before you make your next three important decisions.
- Visualize the consequences of your next decision in one, five and ten years' time.
- Think twice before saying anything that you think may be taken the wrong way or that doesn't help further connecting vs. distancing.

Self-Regulation

- Set goals to improve your everyday living (e.g., room cleaning, laundry, doing dishes, cleaning your desk) and make sure you complete the tasks.
- Pay close attentions to your biological clock. Do your most important tasks when you are most alert.
- Next time you get upset about something ugly on social media, make a conscious effort to control your emotions and focus on what you can do to positively help.

Transcendence

Appreciation of Beauty & Excellence

- Get regular exposure to green space in your environment, especially if you live/work in an urban setting.
- Keep a "beauty log." When you believe you are seeing something beautiful in humankind such as the virtuous behavior of others – write it down. Describe the beauty in a few sentences.

Gratitude

- Write down three good things that you are grateful for each day.
- Set aside at least ten minutes every day to savor a pleasant experience.
- Reflect on how you can give something back to society that would make them feel grateful.

Hope

- Write an internal movie that features one of your goals. Picture yourself overcoming the obstacles, developing pathways around and through problems, to reach your goal.
- Write about a good event and why it will last and spread. How is this event linked to your actions?

- Picture yourself helping someone overcome obstacles. Think of ways you can deliver hope to those who are in need.

Humor

- Think about a past event in which you used humor for your benefit and the benefit of others.
- Watch a funny sitcom/ movie or read a comic/funny blog daily.
- Each day make a conscious effort to be aware of your sense of humor, others' sense of humor, funny situations, and clever comments and record them in a daily journal. Look over and make sure your humor only helps ease the world's sadness and that you don't use humor at the expense of someone's beliefs or who they are.

Spirituality

- Cultivate sacred moments in which you set aside time to "just be" with a special/sacred object or space/environment.
- Build in spiritual tools as a regular practice (ex: prayer, meditation, exploring nature) or as a way of approaching life such as giving charity, showing compassion to less fortunate individuals.
- When experiencing trauma or a difficult situation, look for the deeper meaning and purpose of the experience.

Wisdom

Creativity

- Set time aside each day for creative thinking or creative activities (such as: writing poems or using an everyday household object in a new way.)
- When facing a problem, define the issue clearly and then practice divergent thinking, seeing all sides and creating multiple solutions/outcomes rather than just one solution.

Curiosity

- Consider an activity you dislike. Pay attention to 3 novel features of this activity while you do it.
- Practice active curiosity and explore your current environment, paying attention to anything you may often ignore or take for granted or things that need your attention to help heal the world.

Judgment

- Play devil's advocate on an issue that you have strong opinions about.
- Examine a past event that you are not happy with and brainstorm ideas for other ways that you could have approached that event/activity.

Love of Learning

- Deliberately learn five new words, including their meaning and usage, at least twice a week.
- Read a non-fiction book monthly on a topic you find absorbing and engaging.
- Follow an ongoing global event through newspapers, TV or internet.
- Learn more about the challenges of those different than you. Learn how others have helped heal the world. Learn how you can help as well.



Perspective

- For your next interaction, first focus on listening carefully and then focus on sharing your ideas and thoughts.
- Read quotes on wisdom, find one that resonates and then re-write it to make it your own and put it to memory. Try to think about ways that you can live more true to that quote.
- Find someone wise (alive or someone who has passed on), read or watch a film on their life, and identify how their life can guide your decisions and actions when it comes to inclusivity.

Did you know?

According to research, people who use their strengths daily are less likely to experience stress or anxiety and are six times more likely to be engaged on the job. People who regularly use their strengths are happier at work.



Use your Superpowers... Your Top Strengths!

The more you focus on what's great about you — your inner strengths — the happier, more connected and more successful you will be! Use the exercise below to help you practice using your top strengths, your superpowers. Pick a different one a day and focus on it!



One of my TOP strengths is: _____

One thing I will do this week
to use this superpower: _____



One of my TOP strengths is: _____

One thing I will do this week
to use this superpower: _____



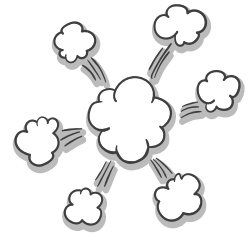
One of my MIDDLE strengths is: _____

One thing I will do this week
to use this superpower: _____





8-1-8 Superpowers Strengths Exercise



When it comes to our work and life, most of us would love to have more opportunities to do what we do best. But there is one obstacle that consistently gets in our way: time. Finding time to tap into our strengths each day can be challenging.

Here is a small way you can find the time to do what you love. It's a small, daily strength development habit that can help you feel more engaged, energized in life and also valued at work: Strengths 8-1-8.

- *8-seconds of breathing and mindfulness*
Which strength speaks to you today. Close your eyes and concentrate on breathing. This will center you so you can decide what strength you're wishing to focus on, and you'll also feel more at ease to focus on that strength.
- *1-minute of looking at your top strengths and choosing which superpower you wish to focus on*
You have many top strengths/superpowers. Which one, in your 8-seconds of breathing, spoke to you? How will you focus on that strength?
- *8-minutes of doing something that taps into that superpower*
Spend 8 minutes doing something that taps into that strength. For example, if you're focusing on Love of Learning, look online for new words and discover their meaning. If you're focusing on Kindness, think of three things you can do that day to be kind.

Doing this exercise helps you focus on what you love at least one time a day, and that can lead to a more fulfilled, happier life.

8-1-8 Checklist:

8-seconds of breathing, focusing on breath, relaxing, mindfulness.



The top superpower I will focus on: _____

How I will focus on it: _____





Align Your Superpowers at Work!

One of the most practical uses of strengths is that your top strengths can be aligned with any activity, conversation, task or routine in life, including your work life. You can deliberately connect your signature strengths with your tasks to reach outcomes that will not only make you happier, but will benefit the entire company... and bring a sense of purpose and calling into your work. Use this exercise to align your strengths with what you do at work.

List one of your superpowers/strengths: _____

List 5 tasks you do most frequently at work:

How can you use that superpower with each task:

(e.g. leading team meetings, creating zoom meetings, emailing clients, working with clients, making sales calls, writing/designing content, etc.)

(e.g. using creativity to lead a team meeting by ending it with a new quote each time, using creativity to offer different perspectives when making a sales call.)



Repeat with a different strength...



List one of your superpowers/strengths: _____

List 5 tasks you do most frequently at work:

How can you use that superpower with each task:

(e.g. leading team meetings, creating zoom meetings, emailing clients, working with clients, making sales calls, writing/designing content, etc.)

(e.g. using creativity to lead a team meeting by ending it with a new quote each time, using creativity to offer different perspectives when making a sales call.)

Overuse and Underuse of Strengths & Superpowers

It's important to regularly ask yourself: How much of the time am I underusing my strengths? How much am I overusing my strengths? And how much am I optimally using my strengths? Researchers have recently found that both underusing and overusing your strengths can have negative consequences for your wellbeing by heightening your social anxiety. For example, overusing the strength of humility can put you at risk of closing yourself off from others in an effort to avoid evaluation. Underusing your strength of humor may mean that you're seen as too serious. Underusing zest can dampen down enthusiasm for social contact. Researchers suggest that the underuse of your strengths is more likely to undermine your wellbeing than overusing them. Your goal should be to consistently find the optimal use of your strengths in different situations to produce the outcomes you want. Just like Goldilocks, you're looking for that 'just right amount!'

STRENGTH	OVERUSE	UNDERUSE	IDEAL
Creativity	Eccentricity	Conformity	Originality that is Adaptive
Curiosity	Nosiness	Disinterest	Exploration/Seeking Novelty
Judgment	Narrow-mindedness	Un-reflectiveness	Critical Thinking & Rationality Cynicism
Love of Learning	Know-it-all	Complacency	Systematic Deepening (of Knowledge)
Perspective	Overbearing	Shallowness	The Wider View
Bravery	Foolhardiness	Cowardice	Facing Fears, Confronting Adversity
Perseverance	Obsessiveness	Fragility	Keep Going, Overcome all Obstacles
Honesty	Righteousness	Phoniness	Being Authentic
Zest	Hyperactive	Sedentary	Enthusiasm for Life
Love	Emotional Promiscuity	Emotional Isolation	Genuine, Reciprocal Warmth
Kindness	Intrusiveness	Indifference	Doing for Others
Social Intelligence	Over-analyzing	Obtuse or clueless	Tuned in, then Savvy
Teamwork	Dependant	Selfishness	Collaborative, Participating in Group Effort
Fairness	Detachment	Partisanship	Equal Opportunity for All
Leadership	Despotism	Compliant	Positively Influencing Others
Forgiveness	Permissive	Merciless	Letting Go of Hurt When Wronged
Humility	Self-deprecation	Baseless Self-esteem	Achievement Does Not Elevate Worth
Prudence	Stiffness	Sensation Seeking	Wise Caution
Self-Regulation	Inhibition	Self-indulgence	Self-management of Vices
Appreciation of Beauty & Excellence	Snobbery or Perfectionism	Oblivion	Seeing the Life Behind Things
Gratitude	Ingratiation	Rugged Individualism	Thankfulness
Hope	Pollyanna-ism	Negative	Positive Expectations
Humor	Giddiness	Overly Serious	Offering Pleasure/Laughter to Others
Spirituality	Fanaticism	Lack of Ethical Standards	Connecting with the Sacred

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The Superpower of Words!

Words are a unique way to draw happiness, inspiration & magic into your life.

Words inspire. Words give meaning. Words can create happiness and a positive life. One word can create magic, clarity, passion. One word can impact all aspects of your life – spiritual, physical, intellectual, relational and emotional. And this one word is unique to each person. Use the words on the following page and the ideas below to foster a practice of choosing words that will inspire you, help you grow and reach your goals, tap into your power, and live up to your word.

Your Word of the Day

What would you like to focus on today or this week? Look through the words on the list and see what inspires you. As you're looking, ask yourself, what do I want to focus on? Is there something blocking my happiness? What do I need to lead a more purposeful life? What do I need more or less of in my life? What needs to change?

Once you come up with your word, write it down and carry it around with you. Hang it by your desk. Maybe you have a different word than what's on the list. Just write it down on a piece of paper and put it a prominent place.

Month of Inspiration

Each morning, randomly choose a word and focus on that word or motivation that day. Find ways bring the words into your life at work or at home — connect it with your family, with your personal life. Once you've chosen a word, cross it off and choose a different "focus" word each day during the entire month.

New Year, New Word!

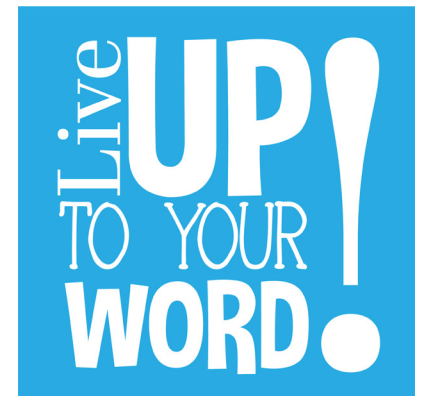
A powerful practice is to choose a word at the start of each year. Pick a word that you'd like to focus on for the entire year. Once you have your word for the year, display it as a daily reminder. Maybe paint your word on a smooth stone and put it on your desk? Or many crafty people on Etsy can turn your word into a funky piece of jewelry. Live up to your word all year! Do a check-in periodically.

Family Words

Many families choose a daily word as a way to ring in the new year. Each family member selects the word they want to focus on for the year. Then, as a family, pick a word or saying that will be the family motto for that year. Create a family poster or take a photo of the words. Make it fun. It's a powerful way to reach dreams and goals as a family and a wonderful way to teach children, grandchildren and all the power of words.

Words at Work

Focusing on words is a great team-building exercise. Have each employee choose a word and have that be their word for the week. Or use some of the words from the list to create core "values" of the company or your department.



*watch your **thoughts**: they become **words***
*watch your **words**: they become **actions***
*watch your **actions**: they become your **habits***
*watch your **habits**: they become your **character***
*watch your **character**: it becomes your **destiny**.*

— Frank Outlaw —

Powerful Words & Phrases

Abundance	Do everything with love	Kindness	Seek excellence, not perfection
Accept difference	Do not judge	Laugh	Seek wisdom
Accept what you can't change	Do Random acts of kindness	Laugh at yourself	Serve with humility
Achieve	Do what makes your soul happy	Laugh freely	Set goals
Allow	Don't be afraid	Laugh out loud	Share your ideas
Amaze	Don't give up	Learn something from everyone	Show up
Appreciate	Don't stress	Let go	simplify
Ask	Don't underestimate yourself	Believe in yourself	Sing loudly
Aspire	Dream	Let go of blame	Skip
Be	Dream big	Listen well	Smile
Be a friend	Embrace change	Live minimally	Sparkle
Be a little weird	Embrace the moment	Live with purpose	Speak the truth
Be a rebel	Empower others	Live. Love. Laugh.	Speak up
Be a unicorn	Enjoy	Look for opportunities	Start
Be adventurous	Enjoy the journey	Love	Stay curious
Be authentic	Enjoy the moment	Love fiercely	Stay humble
Be charming	Experience life	Love truly	Stay positive
Be courageous	Explore	Love unconditionally	Stay real
Be daring	Express gratitude	Love yourself	Stay strong
Be fearless	Express your feelings	Make	Strength
Be fierce	Fall in love	Make a wish	Surrender
Be gentle with yourself	Feel	Make changes	Take a chance
Be happy	Find the wonderful in today	Make good decisions	Take risks
Be in the moment	Find your voice	Make new friends	Tell someone thank you
Be patient with yourself	Finish something	Make peace	Think big
Be silly	Follow your dreams	Make positive changes	Touch hearts
Be spontaneous	Forgive	Make someone laugh	Trust your instincts
Be the change	Forgive freely	Make someone smile	Trust yourself
Be unique	Giggle	Make work meaningful	Try something new
Be wonder-full	Give	Marvel	Understand
Become the best you	Give compliments	Miracles	Use your voice
Begin	Give freely	Mistakes are lessons	Value truth
Believe	Give hugs	Meditate	Win graciously
Belly laugh	Give it your all	Motivate	Wish on a star
Blessed	Give thanks	Move	Wish others well
Bloom	Give your time	Never give up	Work hard
Breathe	Good hearted	No fear	Worrying changes nothing
Care for others	Grow continuously	Nothing is impossible	You are amazing
Challenge yourself	Happiness	Nuture	You are awesome
Cherish	Hard is not impossible	Observe and listen	You are beautiful
Choose joy	Have a great attitude	Observe the moment	You are brave
Choose kind	Have an adventure	Offer kind words	You are fabulous
Collect moments, not things	Have faith	Open your heart	You are kind
Color outside the lines	Have integrity	Pat yourself on the back	You can do it
Compliment yourself	Have no regrets	Patience	You do you
Count your blessings	Have patience	Persistence	You're extraordinary
Courage	Have permission to be human	Perspective	You're special
Create	Hope	Play big	You're the best
Create a good life	Hug	Play with abandon	You got this
Create good karma	I am	Practice self-compassion	
Create healthy habits	I am me	Practice stillness	
Cultivate kindness	Ignore the haters	Pray	
Dance	Imagine	Purpose	
Dance in the rain	Innovate	Rebel	
Dare	Inspire	Relax	
Decide	Just believe	Release	
Determined	Keep on moving	Rest	
Discover	Keep secrets	Rise	
Disregard random negatives	Keep smiling	Rise strong	
	Keep trying	See the good	
	Keep your promises	See your own beauty	





Live Up to Your Word

What's your Word for the DAY? _____

How will you live up to it? _____

What's your Word for the WEEK? _____

How will you live up to it? _____

What's your Word for the MONTH? _____

How will you live up to it? _____

What's your Word for the YEAR? _____

How will you live up to it? _____

Words and Core Values

Give Impact to Your Mission Statements, Your Core Values!

Organizations too often create mission and core value statements that no one understands, let alone remembers. For employees and members to feel, understand and live their organization's purpose, they must understand the power of that purpose. Great companies and organizations understand the beauty of simplification when it comes to their purpose, what they believe in.

Using single words is a powerful way to communicate your values, your mission, what you believe. By using single, powerful words, your employees, your team members, will remember and live up to your purpose, your mission. Use words to communicate your values, what your company (or department or team) lives and breathes each day.

See the example from a company that went from multiple words on a paper to 7 key, powerful words to communicate their values. Yes, they use descriptions to back up the importance of that word, but no long-worded memos or posters to hang on the walls – just simple, impactful and memorable words that describe how they work together. Here are a few of those words...

Grow

Grow the business. Grow employees.

For a business to survive and thrive, it must grow. For employees to excel and help grow the business, we must invest time in our employees and give them the tools they need to develop. We believe it is our responsibility to grow the business and our responsibility to give those around us the help, support and attention they need to flourish.

Change

Drive and embrace change.

Change is a big part of being successful. We believe in seeking out new perspectives. This means that we need to keep adapting. Change means taking risks. It means learning to fail quickly and learning from the failures. We believe that when you learn to love and embrace change and drive change with new ideas, both the company and our employees will be poised for success.

Amaze

Amaze employees, consumers and advertisers.

We believe the importance of amazing not only our advertisers, but our consumers... and most important, each other. We treat our relationships with respect and trust. We honor our commitments. We strive to amaze everyone we interact with by thanking our customers often, being a problem solver as much as possible, getting creative, and working to go above and beyond in everything we do.

Have Fun

Have passion and fun.

We believe in bringing fun into the company. That doesn't mean all balloons and candy, but an understanding that people who laugh and have fun at work are happier, more creative, more productive and work better on teams. This doesn't mean we don't work hard, but we find time to balance our lives, both at home and at work. Yes, there will be days that are more challenging than others, but by bringing your values, passion and playful side with you to work, you achieve that balance that makes coming to work enjoyable.

Now, see if you can create something similar for your organization, team or department. When creating your words, remember to use powerful, action, emotional words - they are the most impactful and memorable.

Write a value statement about your company, organization, team or department. IE: what do you believe in?

What is one word (or two) that communicates the essence of that statement:

(Continue doing this exercise until you come up with 3-8 words that describe your company's purpose, your core values.)



WOOP It Up!

Wish Outcome Obstacle Plan

Do you hear the word “goals” and just want to scream? The word “goal” is so overused it’s become a 4-letter word to many. But there’s a method that will help you accomplish your dreams without using that pesky word. Let’s WOOP it up!

Wish, outcome, obstacle, plan... these four words make up a 4-step, evidence-based mental strategy you can use to find and fulfill your wishes and change your habits.

You picture yourself achieving your goals (visioning) and compare where you are in your present life. By contrasting these two things, you identify the obstacles preventing your present life from becoming your dream life.

Wish Outcome Obstacle Plan (WOOP) is based on 20 years of research in the science of motivation and it presents a unique and surprising idea: The obstacles that we think most impede us from fulfilling our wishes can actually help us to realize them.

WOOP instructs us to dream our future dreams but then to identify and imagine what inner obstacles or hindrances of reality prevent us from achieving these dreams. WOOP gives us direction and energy to fulfill our wishes and solve our concerns.

It’s all based on a simple, but awakening question: What is it that holds you back from fulfilling your wish?

Here’s some of the research behind WOOP:

Health

- ~ WOOP helped study participants double the amount of regular physical exercise they performed over a four-month period. It also helped study participants increase fruit and vegetable intake by 30% over a two year period.
- ~ WOOP helped chronic pain patients become more physically active during rehabilitation and for three months after.
- ~ WOOP helped patients suffering from Type II Diabetes improve their self-care.

Relations

- ~ WOOP helped study participants reduce insecurity-based behaviors (e.g., looking through the partner’s phone log) and increase their commitment to romantic relationships.
- ~ WOOP led study participants to create more integrative solutions and engage in fairer behavior in bargaining games.
- ~ WOOP helped study participants increase tolerance and social responsibility towards members of prejudiced groups.

Academic Achievement

- ~ WOOP increased the attendance and course grades of disadvantaged school children.
- ~ WOOP improved the homework of children at risk for ADHD.
- ~ WOOP increased high school students’ efforts to prepare for standardized tests by 60%.

WOOP!

The four steps of WOOP:

WHAT IS YOUR WISH?

What is your most important wish or concern? Pick a wish that feels challenging but that you can reasonably fulfill within the next four weeks. This could be a bigger career goal or even a small personal goal, like making your bed every day or worrying less. Just WOOP it all!

WHAT IS THE BEST OUTCOME?

If your wish is fulfilled, where would that leave you? What would be the best, most positive outcome? How would you feel if you could achieve your goal? **Identify your best outcome and take a moment to imagine it as fully as you can.** If it's making your bed, maybe you would feel more focused in your day. If it's worrying less, maybe you would feel a sense of calm.

WHAT IS YOUR MAIN INNER OBSTACLE

What's holding you back from attaining your goal and feeling that best possible outcome? It might be an emotion, an irrational belief, or a bad habit. Think more deeply—what is it really? **Identify your main inner obstacle and take a moment to imagine it fully.**

MAKE A PLAN

What can you do to start overcoming those obstacles? Identify one action you can take or one thought you can think to overcome your obstacle. **Make the following plan for yourself: "If... (obstacle), then I will ... (action or thought)."** To combat your sleepiness and make your bed every day, you could commit to doing ten jumping jacks as soon as you wake up or stretches. To defeat your fear of not being good enough, you can ask yourself "what's the worst that could happen?" or just take a moment to take some slow breaths.

**Use the worksheet on the next page to create your WOOP. Or use sticky notes!
Get creative with your WOOP!**





WOOP It Up!

WISH: What is your wish, a wish that is challenging, but feasible?

Note your Wish in 3-6 words:

Outcome: What would be the best outcome of fulfilling your wish?

Note your best Outcome in 3-6 words: _____



Imagine...

Obstacle: What is your main obstacle that holds you back from fulfilling your wish?

Note your main inner Obstacle in 3-6 words: _____



Imagine...

Plan: What can you do to overcome your obstacle?

Note your action or thought in 3-6 words:



Fill in the blanks below:

If... _____, then I will... _____
(your obstacle) (your action or thought to overcome obstacle)

Imagine once more: If... (obstacle), then I will... (action).



WOOP in action! (examples)

Goal: Stop procrastinating now

- W: Start doing what needs to get done right now.
O: I feel proud. It makes me feel good. It gives me a sense of accomplishment. I'm determined to reach my goals.
O: I don't feel like doing it at all. I just can't get myself to do it.
P: If I feel like procrastinating, then I just get started anyway.

Goal: Walking every morning

- W: Walking in the morning right after getting up.
O: Feel proud and energetic. Feel like I'm doing a great job and getting healthier.
O: Not feel like doing it and then just skip it.
P: If I want to sleep in, then I immediately get up and put on my walking clothes and start moving.

Goal: Become an early riser

- W: Wake up early on a regular basis.
O: Get a lot done in the morning. Feeling great about myself. Feeling determined to make it happen. Proud.
O: Hitting the snooze button.
P: If the alarm goes off in the morning, then I immediately get out of bed - no matter what!

Goal: Meditate for 10 minutes before sleep

- W: Meditate for 10 mins before bed.
O: Sleep better. Fall asleep faster. Feel centered. Feel proud of myself for meditating daily.
O: Not feel like doing it.
P: If I'm about to go to bed at night, then I remind myself of all the amazing benefits and meditate for 10 minutes regardless of how I feel about it.

Goal: Finish a work project on Saturday

- W: Finish this work project on Saturday.
O: Huge relief for finally getting it done. Proud of myself. Happy. Pumped that I'm finished and can go out tonight.
O: Get completely wasted on Friday night.
P: If I feel the urge to drink more than one beer, then I remember my plan and order water instead.

Goal: Watch less TV, read more

- W: Waste less time watching TV. Instead read more.
O: Learning a lot. Getting smarter. Feel better. Enjoy the great ideas. Feel like I'm spending my time wisely.
O: Not feeling like it. Preferring to watch TV.
P: If I catch myself watching TV, then I turn it off and start reading a book instead.



Movement, Music & Happiness!

Happiness = Strengths = Solar Plexus Power Energy
Power. Strength. Self-esteem. Warrior Energy. Resilience

There's a big reason why almost every Tik-Tok video that went viral over the last couple of years had music and dancing in it. They made us smile when we needed to smile! Research shows that music and dancing can create happiness and improve our health. The music below focuses specifically on strengths and superpowers. Superpowers and strengths tap into your warrior energy and empowerment. Feel the drumbeats, turn on Katy Perry as she tell us, "I got the eye of the tiger, a fighter, dancing through the fire." Turn on "Brave." Dance your power, dance your authority. You are strong and brave. This music reminds us that we can stand strong even when change is happening, when we're fearful of what is next. Stand strong, tap into your superpowers and then move forward anyway. Below are just some songs that connect with your strengths, your power. What others can you put on the list?

SONG

Bang the Drum
 Batakatu
 Best Years of Our Life
 Born This Way
 Brave
 Dare
 Dinner at the Sugarbush
 Everybody Dance Now
 Eye of the Tiger
 Fire Dance
 Fire Under My Feet
 Fxxxkin Perfect
 Ganesh is Fresh
 Get this party started
 Good Morning
 I got a feeling
 I will Survive
 In this World
 La Cachimba
 LaBamba
 Let's Get Started
 Like it or Not
 Lips are Movin
 Masterpiece
 Me Too
 N-O is my New Yes
 Respect
 Roar
 Rock on Hanuman
 Rolling in the Deep
 Shake it Off
 Soak Up the Sun
 Stayin' Alive
 Strength, Courage, Wisdom

ARTIST

Abel
 KDZ The Drummers of Kripalu Live
 Baha Men
 Lady Gaga
 Sara Bareillas
 Kelly Clarkson
 Brent Lewis
 C+C Music Factory
 Survivor
 Nomad
 Leona Lewis
 Pink
 MC Yogi
 Pink
 Mandisa
 Black Eyed Peas
 Gloria Gaynor
 Moby
 Jose' Luis Cortes
 Ritchie Valens
 Black Eyed Peas
 Madonna
 Meghan Trainor
 Jesse J
 Meghan Trainor
 Karen Drucker
 Aretha Franklin
 Katy Perry
 MC Yogi
 Adele
 Taylor Swift
 Sheryl Crow
 Bee Gees
 India Arie

Drums

*Feel the
beat*

Brave

Character Strengths, your superpowers, are all about feeling your power, your courage, your resilience — YOU DO YOU and take on the world!

SONG

Sunshine
 Survivor
 Stronger
 That's Not My Name
 The Definition of Me
 This is Me
 Top of the World
 Turn the Beat Around
 Uptown Funk
 Walk this Way
 We Got the Beat

ARTIST

Matisyahu
 Destiny s Child
 Kelly Clarkson
 The Ting Tings
 Mandisa
 Keala Settle
 Imagine Dragons
 Gloria Estefan
 Mark Ronson
 Aerosmith
 The Go Go's

**I am UNIQUE.
I am STRONG.**



5 Ways to Happiness!

According to Shawn Achor, a New York Times bestselling author on the research of happiness and one of the world's leading experts on the connection between happiness and success, there are five very short habits that if you do them every day, will improve your levels of happiness. It's best to do each of them each day, but just doing one for 21-days will significantly increase your happiness.



1. Practice Gratitude

Spend two minutes a day scanning the world for three new things you're grateful for. The reason why that's powerful is you're training your brain to scan the world in a new pattern, you're scanning for positives, instead of scanning for threats. It's the fastest way of teaching optimism. This only works if you're scanning for new things and you're very specific. If you say, "I'm grateful for my son," it doesn't work. But if you say, "I'm grateful for my son because he hugged me today, which means I'm loved regardless," that specificity gets the brain stuck in a new pattern of optimism

2. Journaling a Positive Experience

For two minutes a day, think of one positive experience that's occurred during the past 24-hours. Bullet point each detail you can remember. It works because the brain can't tell the difference between visualization and actual experience, so you've just doubled the most meaningful experience in your brain.

3. The Fun Fifteen

Do 15-minutes of cardiovascular exercise a day. It's the equivalent of taking an anti-depressant for the first six months, but with a 30 percent lower relapse rate over the next two years. This is not a repudiation of anti-depressants. It's an indication that exercise works, because your brain records a victory, and that cascades to the next activity. The best one to do? DANCING!

4. Mindfulness/Breathing for 2 Minutes

Take your hands off your keyboard for two minutes a day. Go from multitasking to simply watching your breath go in and out. This raises accuracy rates. Improves levels of happiness. Drops your stress levels. And it takes two minutes.

5. Conscious Acts of Kindness

The final habit is the most powerful one. For two minutes each day, start work or your day by writing a two-minute positive e-mail or text praising or thanking one person you know. And do it for a different person each day. People who do this not only get great e-mails and texts back, they are also perceived as positive leaders. The key: it has to be heartfelt. Don't fake it!





30-Day Practice

How do you take everything you've learned and use it effectively? Just choose one thing and go for a 30-day practice.

30-day practices are about trying something new, different, fun, or even crazy every day for 30 days. 30-day practices force you to do something every single day, even if that something is small. What matters is that a consistent action is taken, because small actions each day build behaviors and habits that stick.

Why 30 Days? To change anything we need to change our behavior—we can't simply think or imagine our way to a better life. We must develop new habits. Practicing for 30 days enables us to lay down new neuronal connections that support the change we most want to make. When we shape each day a little bit toward the good, we learn that we matter to ourselves, that our days are significant and we can change our lives by changing our days.

Think about the next month. What can you do for the next 30 days. Start small, like taking a walk every day. Or take a nature picture every day. Read a poem every day. Or visualize who you want to be for 5 minutes every day.

Connect it with one of your strengths. Connect it with a WOOP. Just do one thing. Don't overwhelm yourself. Then, in the next month, you can start another 30-day practice. Start small and you might have the courage to try something bigger the next time.

30-Day Practice

Write one thing that you will commit to for the next 30-days.



Go for a 10-minute walk each day.

Practice mindfulness for 5-minutes.

Do one random act of kindness each day.

Find something to laugh about each day.

Show appreciation for a coworker.

Journal once a day for 30-days.





Happiness Is An Inside Job

*Check Out Other Happiness Tools and
workPlayshops for Organizations!*

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Happiness Is An Inside Job Toolkit

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