

HAPPY HABITS

ENERGIZE YOUR CAREER AND LIFE IN 4 MINUTES A DAY

VICKI MORRIS



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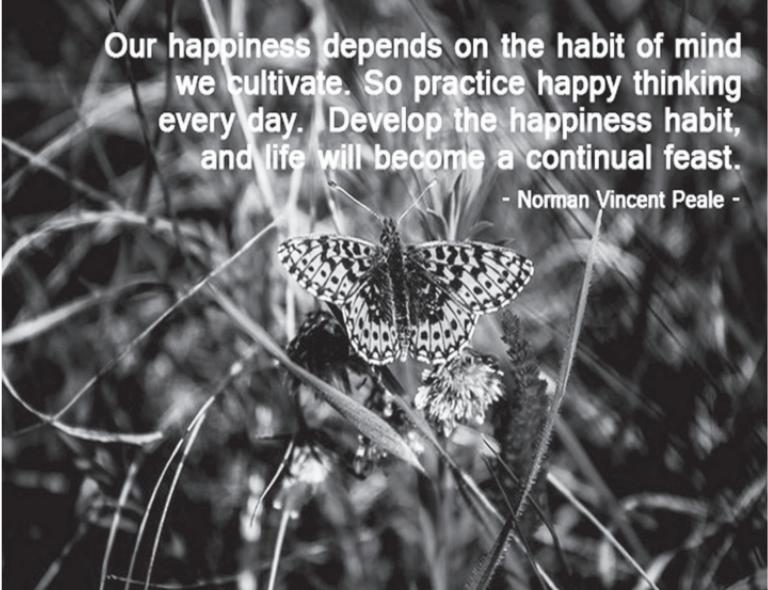
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CHAPTER 1

INTRODUCING HAPPY HABITS

What They Are and Who Needs Them



Our happiness depends on the habit of mind we cultivate. So practice happy thinking every day. Develop the happiness habit, and life will become a continual feast.

- Norman Vincent Peale -

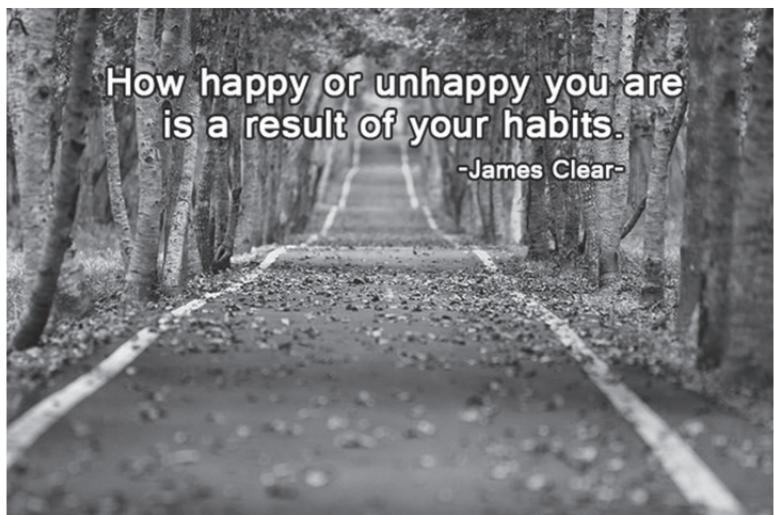
Are you unhappy with your work? Disappointed with the way your life is unfolding? Maybe you've been laid off and no longer feel confident. Or maybe you picked up this book because you'd like to experience more moments of happiness and peace every day.

This book is meant for anyone who wants to be happier in their career and life, especially professionals going through a job transition, career change or anyone at a crossroads, who could use a happiness boost—and let's face it, just about all of us could stand to be a little happier. In these

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pages, you will learn what I call Happy Habits—quick, daily practices that raise your energy and put you in a positive frame of mind. Surprising as it seems, these simple techniques have been proven to raise your happiness level if practiced routinely over a period of eight weeks.

I would like to share Happy Habits with as many people as possible because life is too short to be unhappy. Wouldn't it be great if everyone could truly enjoy their careers and find fulfillment in life? Imagine how much better the entire world would be, if we each adopted Happy Habits for just four minutes a day.



WHY HABITS?

We all know habits are things we do every day, without even thinking about them. But did you know that 40% of your day is run by habits—those learned behaviors you do on autopilot? And did you know habits are much easier

to change than genetic and other tendencies? Developing new habits is the best way to change your career and life for the better because you do them every day. As John C. Maxwell, author of *Failing Forward* says, “You’ll never change your life until you change something you do daily. The secret of your success is found in your daily routine.” For all of these practical reasons, this book teaches habits as the way to bring greater happiness into a person’s life and career.

WHAT ARE HAPPY HABITS?

Happy Habits are quick and easy practices you can do daily to raise your energy and achieve greater happiness in your career and in your life in general. This book includes forty one-minute Happy Habits that you can implement over the next eight weeks, using this book as a guide. Each week, you’ll learn three new techniques—I call them “mini-energizers”—that you will commit to doing every day, for a total of four minutes daily. By the end of the eight-week period, these techniques will have turned into habits, and your improved happiness level will be measurable. Later in the book, you will learn the science behind Happy Habits and how to create your own individual Happy Habits Plan. But now, I would like to share with you my personal experiences and why I wrote this book.

WHY I WROTE THIS BOOK

I wrote *Happy Habits* because I wanted to be happier, and when I managed to create a fast, easy, and practical way to

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be happier, I wanted to share it with everyone. Here is the story of what led me to write this book. I hope sharing it is helpful to you.

Although I was a happy child, I admit that over the course of my life and career I was deeply affected by a stream of setbacks and disappointments. It often felt like I would take one step forward and then life would send me one step back. This was particularly true with my career. Although I had successes as a marketing executive in the high tech industry, I also had to go through sixteen fulltime job and consulting transitions in twenty-five years.

Sometimes it seemed like I was just in the wrong place at the wrong time. For example, I voluntarily left Sun Microsystems after five years of annual promotions and success to become a VP of marketing for a startup. But that was just at the beginning of the dot-com bust, and I quickly went through a series of ten companies that kept going under or downsizing. I became truly tired of hearing, “It’s nothing personal, but we are eliminating your consulting project/closing the office/selling the division/being acquired and shutting down.”

During all of these transitions, I learned not only how to find a job and even create a job, but I also learned that it is critical to raise your energy and maintain positive energy throughout the job search process in order to succeed. It’s quite simple. Managers (including CEOs) want to hire

happy, positive, can-do people. Through all of these experiences, I did pick up some really useful ways to raise energy. But honestly, I had not figured out a way to have work/life balance or permanently sustain feeling happy.

And then one day I got a wake-up call. It happened when someone I dearly love asked me, “Why are you always so negative? Why can’t you just be happy?” Their comment really hurt and I chewed on the hurt for some time before accepting that it was true. Somewhere along the way in life, I had become negative—a person who chronically complained and was trying to protect myself from life. In my mind, I was always trying to figure out how to make the future better. But in the here and now, I was disappointed.

With further reflection, I came to the realization that I was tired of feeling disappointed. Deep down, I knew it was time to press the “reset” button. Not only did I crave a career that would inspire my soul, but I wanted to be happier in general—in all parts of my life. I needed a way to fill my days with happiness and fulfillment, something I could do that would make my career and life consistently better.

As a result, I spent a great deal of time doing some soul searching. I read some renowned books on happiness, including Marci Shimoff’s *Happy for No Reason*, Shawn Achor’s *Before Happiness*, Chade-Meng Tan’s *Search Inside Yourself*, Rhonda Byrne’s *The Magic*, and Gretchen Rubin’s

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The Happiness Project. Then, I had the good fortune to attend a presentation by Stanford University's BJ Fogg, where he recommended implementing tiny, methodized habits to create happiness. His habit-creation methodology seemed promising, and combined with other happiness practices I'd learned, I hoped that this combination could really work. Who better to test it on than myself?

So, I got to it. I tested Dr. Fogg's habit-creation method with proven happiness practices—and things fell into place. The small, quick, little techniques seemed insignificant on the surface, but I soon found they unlocked a world of joy in my life. An unprecedented balance was struck in which I started my own company and found peace in the other areas of my life as well. Everything came together before my eyes, and I credit it to the techniques I embraced that allowed me to return to my natural state of happiness.

Now that I have my own career-transformation company, I feel compelled to share this knowledge with other job seekers and people pursuing career transitions. As a career-transformation coach and founder of InspiredWork™, I understand that raising your happiness level is the critical first step to finding or creating work you love. So this book is—first and foremost—written for anyone who is looking for a job or changing careers and needs inspiration and energy to make the transition and bounce back higher. If you're on the cusp of change (and even if you're not!), there are incredible opportunities waiting at your

fingertips to transform your career and life, allowing you to experience a new level of happiness.

Along the way, I realized that there is a great need in the business world for this book—and that this book is also for anyone who just wants to be happier. Ultimately, I created a fast, easy, and practical way to be happier (the Happy Habits MethodTM). It works because it combines proven happiness practices and a scientific habit-creation formula.

The best part about the Happy Habits Method is that happiness is not only your given right; it's your most natural state of being. Think about it: young children are naturally happy. They aren't consistently bogged down by external factors that inhibit their joy. That's because happiness is the truest state of being, and the state to which we're all meant to return. Creating habits that foster a sense of happiness instead of impeding it is the way to regain that natural state of bliss.

I believe joy is for everyone. Happiness should not be viewed as a privilege bestowed upon only a select few. Certainly, happiness is not guaranteed to any of us, but I believe that when people don't have it, it's only because they don't know how to choose it and how to make time for it. Happiness isn't just given. We have to reach out and take it. We have to make the time for it—and all it takes is just four minutes a day.

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Some people avoid taking the time to be happier because they believe that taking time for themselves is selfish. In my experience, pursuing happiness is not a selfish act. In fact, I believe happiness is *selfless*. When you're at your happiest, it rubs off on those around you, making everyone happier. In fact, new research from Harvard Medical School and the University of California-San Diego suggests that if you are happy, you can raise the happiness of those around you—for up to one year.¹ The same can be said for unhappiness. So while pursuing happiness may have the most immediate effects on the individual, it can also have an overwhelmingly positive effect on others as well. Happiness is not selfishness; it benefits everyone.

All you'll need to return to your natural happy state is four minutes of time each day practicing Happy Habits. Three of those minutes will be spent actually practicing your habits, while the extra minute will be spent recording your results. Keep it up for a period of eight weeks, and watch the magic happen. Boosted energy levels, a calmer demeanor, and a better overall mood will soon be yours.

While happiness is advantageous in just about any situation, it's especially important for job seekers. Whether you're on the path to an entirely new career or you're just looking to pick up a better job, you'll want to make a good impression on your prospective hiring manager when you two first meet. Regardless of what's on your resume, that face-to-face encounter with your potential boss is going to

create the most significant impression. And there's nothing that impresses a hiring manager more than good energy. If you're in between jobs, this is also an ideal time to focus on your happiness; Happy Habits will enhance your quality of life during your job search and seep into your work-life balance once you've landed your dream job. So, adopting Happy Habits during your transition is an ideal time to be happier and help you transform your career and life.

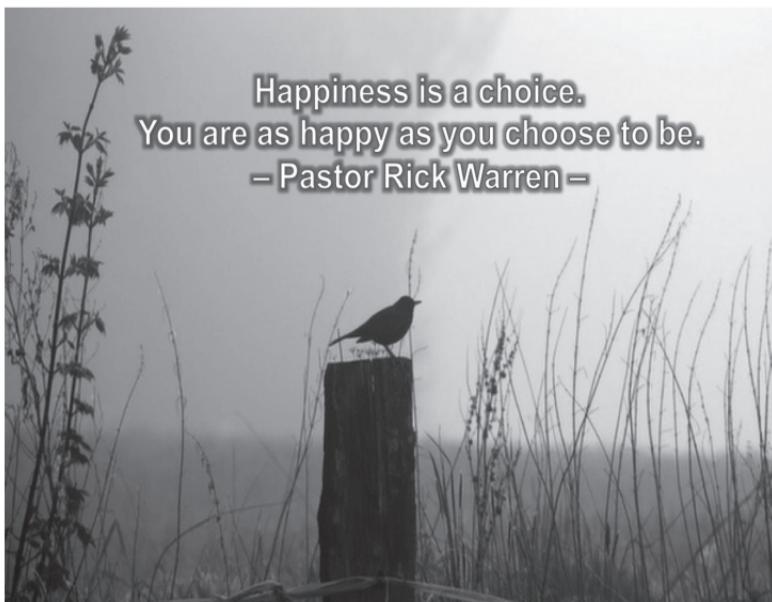
SUMMARY

- This book is for anyone who wants a happiness boost—especially if you are going through a career change, job transition, or are at a crossroads in life.
- Changing your daily habits to happier ones is one of the most effective ways to be happier.
- The goal of this book is to help you create Happy Habits—habits that raise your energy and help you feel happier in your career and life. Raising your happiness level is the critical first step in finding or creating work that you love.
- The Happy Habits Method combines proven happiness practices and a scientific habit-creation formula.
- Being happy is not selfish. On the contrary, happy people naturally spread happiness to others.

CHAPTER 2

HAPPINESS AND ENERGY

An Interdependent Relationship



**Happiness is a choice.
You are as happy as you choose to be.
— Pastor Rick Warren —**

Some people think happiness and pleasure are the same thing. But pleasure depends on having a particular experience. When the experience ends, the pleasure ends. Happiness, on the other hand, is independent of something in particular happening. It's a state of being, a way of feeling, that doesn't require something from the outside for it to exist. Other names for happiness are joy, contentment, and well-being.

CHOOSING HAPPINESS

Writer and educator Wendy Ulrich says, “Happiness is

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not a feeling we happen upon, but a skill set we can develop.”² According to many religious and spiritual traditions, happiness is for everyone because it is our true nature, but each of us must choose it and practice it. Initially, this may seem counterintuitive. If happiness is our true nature, why are so many people unhappy? And if it is our true nature, why do we have to make a choice for it?

In my own search for happiness, I decided to look for answers to those questions, and to why I was so unhappy myself. It seemed to me that the people who were most likely to live in an inner state of well-being and joy were babies, enlightened masters, and people who have actively decided to be happy.

It took me some time to find someone who appeared to be truly happy, but eventually I met him: an assistant waiter named Michael, who works at Lulu’s in Palm Springs and lives in Yucca Valley. I knew he was the happiest person I had met in years just by looking at him. Michael smiles constantly—a big, radiant smile, and his smile reaches his eyes. I asked him why he was so happy, and he said that he loved being happy and didn’t want to be any other way. Then he added, “I just choose to be happy every day. What is there to be unhappy about? The sun is in the sky, and life is good.”

His words reminded me of those of the Holocaust victim Anne Frank. “As long as this exists,” she wrote, “this

sunshine and this cloudless sky, and as long as I can enjoy it, how can I be sad?”³ Both Michael and Anne figured out that happiness is something we must choose. Pastor Rick Warren, came to the same conclusion. “Happiness is a choice,” he says. “You are as happy as you choose to be.”⁴

WHY FEW PEOPLE ARE HAPPY

It sounded so simple. But if it was so simple, why didn’t I know how to do it, and what was I doing that caused me to be out of alignment with my true state of happiness? After some serious reading and reflection, I realized I was making one huge mistake. I was constantly looking outside myself and to the future for happiness. I unconsciously set myself up for unhappiness by believing I couldn’t be happy until I got my degree, got my first job, moved to a new location, got promoted to management, was running a whole marketing department, met my husband, and so on. There was always some external person, place, or thing I needed to get before I could be happy. Even when I got some of those things, my mind set a new goal, and happiness was again postponed until the future.

I didn’t even know I was doing it. I was living with my focus outside myself versus inside. I was living for the future not the present. I was living in my head and not living in my true natural state. Essentially, I had adopted a mental concept—a habitual way of thinking—that was making me unhappy.

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The sad thing is that I'm not the only one. Many of us seem to have fallen into this trap. In fact, I believe most people who are unhappy today are unhappy because they are looking for an external person, place, or thing to make them happy at some time in the future.

Once I realized the trap, I could see the way out was to embrace the truth that happiness always comes from within and is found in the present moment. That's why it is so important to choose to be happy now and to cultivate a happy mindset. Hugh Downs confirms, "A happy person is not a person with a certain set of circumstances, but rather a person with a certain set of attitudes."⁵ Therefore, happiness is not about what you have (such as a spouse or children, a home in a certain location, a great job title, or something you own) but about being grateful for what you do have and adopting a positive attitude (choosing to be happy) and making the best of everything.

RAISING YOUR ENERGY

After learning that each of us needs to choose to be happy, the next lesson I learned was the importance of proactively raising your energy/consciousness. This is critical because we are all made of energy. So, it makes sense that when you raise your energy you feel a shift in your feelings, thoughts and/or physical body for the better. It may be a very subtle experience such as feeling more grounded and present. But, most people are aware of feeling more open and expansive when they raise their energy consciously.

Not sure if this is true? Try this quick experiment. Sit quietly and breathe slowly and deeply three times pausing briefly between your inhale and exhale. Do you feel any difference? If so, you have now experienced the power of raising your energy proactively.

In chapter 3, we will explore more deeply the research that shows the connection between raising your energy and being happier. But for now, I want to share with you what I discovered as a career coach. Normally, when we have a career—or life setback such as losing a job, we establish a new goal and then take action to achieve it. This is the traditional horizontal approach to being happier. However, this approach doesn't work very well. Using it, most people end up with a career or life that is just as unhappy as the one they had before the change. In fact, even winning a lottery is unlikely to fundamentally change your sense of well-being after a few months.⁶

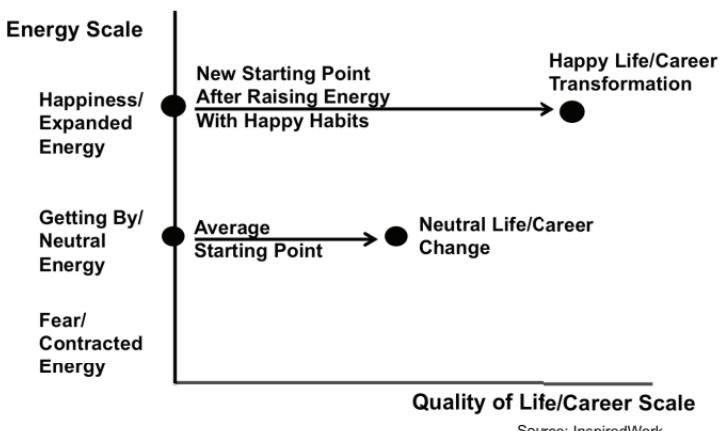
What does work?

To transform your career and life for the better, you need to raise your energy first –before looking for a new job or pursuing a new goal. This is the new vertical approach to being happier and transforming your career and life (see graph below). By doing this, you are operating from an expanded state of consciousness and are more likely to be able to see and attract a happier career and life that correspond to what's highest and best for you. So if you choose

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to be happy and transform your career and life, I definitely recommend that you take time to raise your energy first, which is the new vertical approach to transformation.

Raise Your Energy: The New “Vertical” Approach to Be Happy & Transform Your Life and Career



Source: InspiredWork

The above graph demonstrates what I'm talking about. Low energy is contracted energy. Neutral energy is "getting by" energy. And happiness energy is expanded energy.

Think of three people walking down a sidewalk. They all have energy. They all are capable of putting one foot in front of the other and navigating their way along the street. But one of them hangs his head and shuffles, moving very slowly. One of them walks more quickly but does so without enthusiasm or a sense of going somewhere—he also appears to shuffle along. The third person walks with a spring in his step, his shoulders back, and a sparkle in his eyes.

All three people manage to walk, but what a difference in how they do it! The difference is in their energy level. What if you could change from being someone who shuffles through life, dragging your feet or just getting by, and instead could become one of the movers and shakers—someone who has the energy and passion to go after what you truly want, with optimism and faith in yourself?

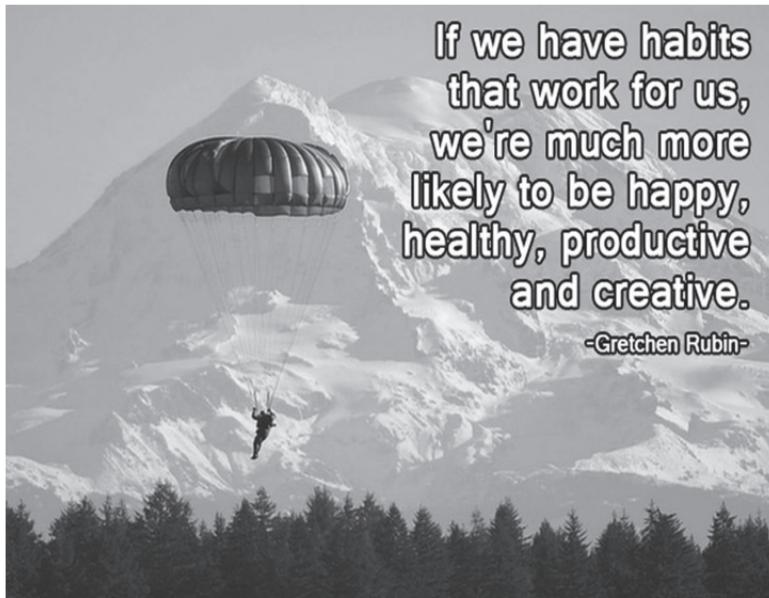
That's what raising your energy is all about, and in this book, I'll teach you how to do it. The fastest and easiest way I've found is to change your daily autopilot habits to Happy Habits.

SUMMARY

- Happiness is not a fleeting emotion, but a state of inner well-being, joy, and bliss.
- Most people are unhappy because they are looking for an external person, place, or thing to make them happy.
- Happiness can only be found within yourself and in the present moment.
- Happiness is for everyone. But, you must choose it.
- If you choose to transform your career and life, the first step is to raise your energy and become happier (the vertical approach to transformation).
- The fastest and easiest way to raise your energy is to change your daily autopilot habits to Happy Habits.

CHAPTER 3

THE BENEFITS OF ADOPTING HAPPY HABITS



If we have habits
that work for us,
we're much more
likely to be happy,
healthy, productive
and creative.

-Gretchen Rubin-

How big of an opportunity for improvement is there in using Happy Habits? The latest research indicates you can transform 40% of your day for the better. How is that possible?

According to Charles Duhigg, author of *The Power of Habit: Why We Do What We Do in Life and Business*, we're hardwired to spend 40% of your day acting according to habit.⁷ That means almost half of our waking hours are spent on routine learned behaviors, which we do on autopilot. What we have learned before, we can unlearn

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or change. Our biggest opportunity is to change 40% of our day from our current routine habits to Happy Habits, which are positive and energy-raising.

If we're going to spend that much time acting by habit, why not trade in the current routine for more positive, energy-raising behaviors? This small change has the potential to greatly enhance your day and quality of life. In fact, happiness *itself* should be one of our habits. You can make happiness a habit by using the Happy Habits Method, which we'll discuss in greater detail soon.

But now, let's look at the difference between happy people and average people so you can determine who you want to be.

HAPPY VERSUS AVERAGE PEOPLE

What is the difference between happy people and average people in terms of their energy/consciousness level?

Since greater happiness and higher energy levels go hand-in-hand, it may not be surprising to you that happy people have higher energy/consciousness levels. In fact, happy people have 2.5 times higher energy/consciousness levels than average people. Sadly, approximately 78% of the population falls below 200 on the energy/consciousness spectrum, which means most people feel they are just getting by.⁸

But, there is good news. To become a happy person, all you need to do is raise your energy level to the 500 level every day. Remember: higher energy levels and happiness have a complementary relationship. As a result, more happiness leads to an increase in energy level and vice versa. So, if you want to be happier, all you have to do is consciously raise your energy level every day.

At a 500 energy level, you will be able to experience, radiate, and attract love and joy. At this level, you will be operating in an expansive, positive energy and flow. While that does not mean only good things will happen to you, you will find yourself calmer, more resilient, and happier. Remember that we are not defining happiness as a fleeting emotion, or pleasure, but as an inner state of well-being, joy, and bliss.

Marci Shimoff, author of *Happy for No Reason*, interviewed a hundred truly happy people for her book. Her real-life research confirms the claim that if you raise your energy you can increase your happiness. Her studies indicate that you can actually raise your happiness set-point, which is a fixed range of happiness you tend to return to throughout your life.⁹ This is further proof that there is a solid foundation for Happy Habits.

QUALITIES OF HAPPY PEOPLE

Once you adopt the Happy Habits Method, there's a wealth of positive effects you'll experience aside from the

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obvious benefits (a better mood, increased energy levels, and a calmer demeanor). Let's take a look.

Sonja Lyubomirsky's happiness research shows happy people make more money and are more productive at work, are smarter and more creative, are healthier and live longer, have stable and fulfilling marriages, have more friends, are more generous, cope better with stress and trauma, are more resilient, and have stronger immune systems.¹⁰

Shawn Achor, author of *The Happiness Advantage*, outlines some overwhelming benefits to being happy, many of which extend into work life. For one, Achor's research demonstrates that happy individuals are three times more creative than their unhappy peers. Productivity is affected by happiness, too: according to Achor, happy people are 31% more productive.¹¹ Here's another win/win: happiness is directly linked to engagement in the workplace. Employees who are happy are ten times more engaged than their coworkers. Wouldn't you rather be engaged than bored? Certainly, your employer would prefer it! In fact, engagement is directly linked with performance, and it's an integral component of unlocking new opportunities and fostering business relationships.

So happiness not only feels good—it works to your practical advantage. Oh, and one more thing: it can extend your lifespan. That's right: simply being happy can increase your lifespan to an admirable age of 94 years old.¹² Who

knew you could live longer just by practicing some simple habits to pursue happiness?

I've seen the results firsthand. By practicing Happy Habits, I was able to raise my energy and feel happier every day and before long, I was creating rewarding, meaningful work that matters to me. Now I am passionately involved in expanding my own business called InspiredWork.com, which helps professionals raise their energy, bounce back, and find work they love.

I've found that happy people are confident people. And while it's important to strike a healthy confidence balance, a certain level of self-assurance is necessary throughout the job search process. Happiness inspires you to go after your dreams. When you feel good, you have a more positive, can-do approach to life. Happy people practice positive self-talk and affirmations that move them forward into the job or life experiences they desire. When we are happy, we're able to hear the voice inside of us that tells us we can do it.

It may be that happiness is your best tool for picking yourself up, feeling more confident, and pursuing a career where you can wow employers and achieve personal victories.

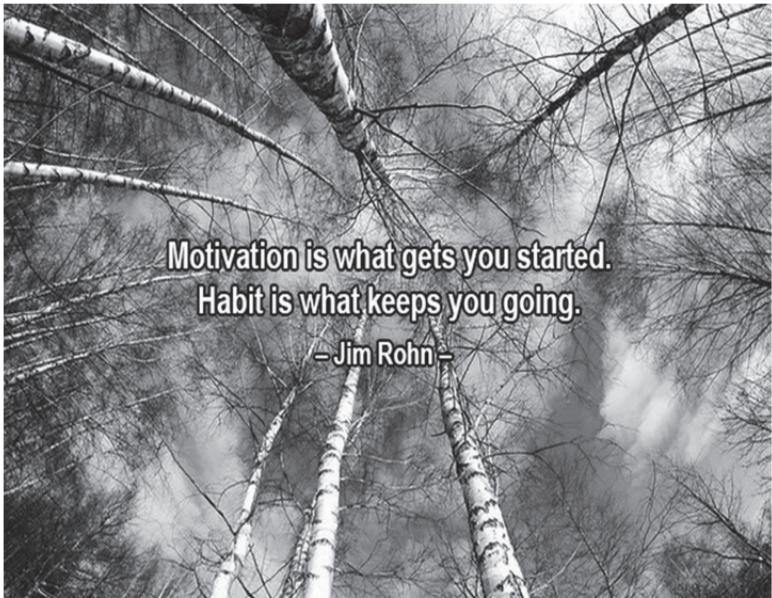
SUMMARY

- You can change 40% of your day for the better by adopting Happy Habits.
- Greater happiness and higher energy levels go hand-in-hand. If you raise your energy, you increase your happiness.
- 78% of the population has an energy/consciousness level below 200—a level where you feel like you're just getting by.
- If you raise your energy level to 500 every day, you will be able to experience, radiate, and attract love and joy.
- Marci Shimoff, author of *Happy for No Reason*, confirms you can raise your happiness set-point, a fixed range of happiness you return to throughout your life.
- The latest research indicates that happy people are:
 - *Three times more productive*
 - *Wealthier*
 - *Up to ten times more engaged*
 - *Smarter and more creative*
 - *Healthier and longer-lived*
 - *In stable and fulfilling marriages*
 - *Blessed with more friends*
 - *More generous*
 - *Better able to cope with stress and trauma*
 - *More resilient, with stronger immune systems*
- Raising your energy helps you to bounce back higher and to find a better job faster.

CHAPTER 4

THE SCIENCE BEHIND HAPPY HABITS

Why It Works



Motivation is what gets you started.
Habit is what keeps you going.

— Jim Rohn —

Happy Habits work. There's no guesswork involved, and you're not left wondering whether or not you're doing something "right." In fact, the Happy Habits Method is based on a scientific habit-creation approach that's been proven to be successful by thousands of people who practice it.

The Happy Habits Method is based on the Fogg Method, designed by Dr. BJ Fogg of the Persuasive Technology Lab at Stanford University.¹³ Dr. Fogg developed a four-pronged formula for creating habits and changing behaviors for the better.

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THE FOGG METHOD

Here is the formula Dr. Fogg came up with:

$$\begin{array}{c} \text{Quick, Easy Task} \\ + \\ \text{Trigger} \\ + \\ \text{Motivation} \\ + \\ \text{Repetition} \\ = \\ \text{HABIT} \end{array}$$

First, you simply choose a quick, easy task. It should be simple to carry out, and should require only a little time. You should be specific when identifying the task, but make it something that is super easy for you to do. For example, doing one pushup would be considered a quick and easy task for a normally healthy person.

Second, you come up with a trigger that will remind you it's time for you to start doing your task. For example, the trigger might be your alarm ringing in the morning, signaling that it's time for you to do your task.

Third, you need to clarify your motivation. Consciously identifying the reason for choosing the new task (behavior) helps you to recognize its importance, thereby increasing your odds of actually doing it.

Fourth, you need to repeatedly perform the task until it becomes a habit.

Interestingly, I inadvertently validated the Fogg Method when I was seventeen—years before I knew anything about the science behind this principle and its efficacy in altering behaviors. It happened in 1984, during my first year of college. I had a wonderful roommate named Suzie. During this time, I had the rather unpleasant habit of cursing anyone who tried to wake me up in the morning. A little background: growing up, I was often verbally assaulted for sleeping in on Saturdays. I was accused of being lazy and not helping out by doing my chores. Thus, my deeply-ingrained habitual response formed, and I took to cursing anyone who tried to wake me.

When I arrived at college, my kindhearted roommate would often try to wake me—only to be greeted by a barrage of sailor’s language. Of course, Suzie hadn’t done anything wrong, and her pleasantness is what prompted me to stop this bad habit. My bad behavior was unacceptable in the first place, but especially when it was directed at my innocent roommate.

I decided to try to reprogram my mind directly before bed (which, in hindsight, was actually my trigger) to be kind towards Suzie when she tried to wake me up the next morning. Each night, my task was to repeat several times: “I will be nice when I’m awakened.” I repeated this process every night for several weeks, and before long, the bad habit disappeared entirely (and thankfully, before Suzie got too fed up and sought a new roommate or decided

HAPPY HABITS

not to be my friend anymore!)

Looking back, I now see I had established a new habit by using all four ingredients of the Fogg Method (quick and easy task, trigger, motivation, and repetition). My experience had proven that the Fogg Method really worked—even though I had never heard of the method!

Unfortunately, I didn't realize how powerful this technique was until years later when necessity was again the mother of invention. I rediscovered the old trick I had used in the method being taught by Dr. Fogg, and applied it to help me get a happier career and life. I added to it some elements of my own, and that's how the Happy Habits Method was born.

THE HAPPY HABITS METHOD

Here is the formula for the Happy Habits Method™:

$$\begin{array}{c} \text{One-Minute Mini-Energizer} \\ + \\ \text{Trigger} \\ + \\ \text{Motivation} \\ + \\ \text{40-66-Day Repetition} \\ = \\ \text{HAPPY HABIT} \end{array}$$

The Happy Habits Method is 100% based on the Fogg Method. I only made three minor adaptations so the focus would be on raising energy and creating Happy Habits.

DIFFERENCE BETWEEN THE TWO METHODS

Here are the changes I made to the Fogg Method to create the Happy Habit Method.

- 1) The Happy Habits Method includes a list of forty one-minute mini-energizer tasks (found in this book), which have been proven to raise your energy and increase happiness. Half of the mini-energizers are designed to raise your energy and increase your happiness at work or during your job search. The other half of the mini-energizers are designed to raise your energy and increase your happiness at home before and after work so you can improve your work-life balance and be happier in all areas of your life. Unlike The Happy Habits Method, The Fogg Method does not provide happiness-specific tasks. It encourages people to start with tiny tasks that take less than one minute to perform and increase the time as they continue. If you find you cannot complete the one-minute Happy Habit mini-energizers, I would definitely encourage you to shorten them, if needed, at first.
- 2) The Happy Habits Method specifically encourages you to dedicate 40-66 days to forming your Happy Habits. To that end, this book includes an eight-week program to help you firmly establish your new Happy Habits. Despite what you've heard, habit-forming doesn't take just twenty-one days. While you could practice a new habit for that period of time, it's a

HAPPY HABITS

myth that it would become a long-lasting, habitual behavior in any window of time that's less than forty days. New research from habit experts such as James Clear demonstrates that it could take up to a period of sixty-six days for a habit to become completely formed.¹⁴ It's a good idea to select a behavior (task) you're truly passionate about, so you can ensure 100% dedication to developing it into a habit over a period of about two months.

- 3) The Happy Habits Method focuses only on adopting Happy Habits. While the Fogg Method can be applied to adopt healthier habits or to eliminate bad ones, in my personal experience I've found that it's easier to use the method to create a Happy Habit.

Let me give you an example of what I mean by that last point. After purchasing my iPhone, I began to use it to play Solitaire after dinner in the evenings. Though my intent was to relax and unwind, I soon realized this behavior only kept me tech-focused and keyed up. Yet because the iPhone was there at my fingertips, I developed a habit—a mild addiction, even—of playing Solitaire for thirty minutes nearly every day. I lacked the willpower to quit cold-turkey, and I also found it nearly impossible to play just one game.

My dilemma led me to develop a Happy Habit: when I turned on my iPhone after dinner, I would listen to music

instead of playing Solitaire. By using the same trigger—turning on my iPhone after dinner—I was able to replace an unhealthy happy with a new happier one. Now, when I’m finished with dinner and I turn on my iPhone, I don’t even crave Solitaire anymore; instead, I am looking forward to listening to inspiring music. This allows me to truly unwind and relax by listening to the music as I lounge on my sofa. Thanks to my new Happy Habit, I’m unwinding both physically and mentally. This is a real-life example of a Happy Habit trumping an unhealthy one!

Now that you know the science (the Fogg Method) and how it has been adapted to develop Happy Habits, in the upcoming chapter we’ll discuss how you can develop your own Happy Habits.

SUMMARY

- The Fogg Method, developed by Dr.BJ Fogg of Stanford University, is a scientific strategy for successfully creating better habits.
- The Happy Habits Method is based on Dr. Fogg’s method and includes the addition of happiness practices.
- The Happy Habits Method can energize a person’s life and career in just four minutes.

(CONTINUED)

HAPPY HABITS

- Fogg Method:

Quick, Easy Task
+
Trigger
+
Motivation
+
Repetition
=
HABIT

- The Fogg Method has been validated by thousands of people in the real world though tinyhabits.com (and by the author both before and after the technique was officially formulated).
- Happy Habits Method:

One-Minute Mini-Energizer
+
Trigger
+
Motivation
+
40-66-Day Repetition
=
HAPPY HABIT

- The Happy Habits Method is 100% based on the Fogg Method, but includes:
 - *40 one-minute mini-energizers based on proven happiness practices*
 - *8-week program to firmly establish the new Happy Habits*
 - *Exclusive focus on positive, energy-raising Happy Habits*

CHAPTER 5

THE HAPPY HABITS PLAN

How to Create Your Own Happy Habits



**Don't look for happiness outside of yourself.
Create it within.**

Now that you're aware of the four ingredients for developing a new habit, I'll show you how to use them to your advantage in developing your own behaviors through your personalized Happy Habits Plan. While the advice provided in this book is applicable to anyone, the real advantage here is the ability to personalize the plan to meet your specific needs, schedule, and desires.

HAPPY HABITS PLAN

First, you're going to need a little motivation. Allow yourself some time to really think about why you want

HAPPY HABITS

to pursue Happy Habits in your life. Then, apply it to a timeline: think about what you'd like to achieve within the next eight weeks. How will you specifically define this success? How do you want to feel once you've established these habits? Allow yourself some time to really envision the happiness you could achieve from reading this book and carrying out the advice given here. If you're willing to finish out this book and spend just four minutes a day improving your quality of life, then chances are you have plenty of motivation to thrust your work and personal life into the realm of greatness.

In addition to your own motivation, you will find this book a support system to help you stay motivated. Following the eight-week program outlined here, you'll ease into developing Happy Habits. I recommend beginning with just three mini-energizers a day (3 one-minute mini-energizers a day = 3 minutes per day, plus 1 minute for tracking progress for a total of 4 minutes). Begin by implementing these habits in the morning, when your willpower is at its height. I also recommend you consider joining BJ Fogg's free service (tinyhabits.com) and commit to practicing three Happy Habits (doing three mini-energizers) for five days. Then the tinyhabits.com team will email you to keep you accountable and help you stay motivated.

After you've accessed your motivation, the second step for developing your customized Happy Habits Plan is selecting your "mini-energizers" (the tasks that with practice

you'll turn into Happy Habits). Throughout this book, you'll encounter forty of these from which you can choose. They are split up among eight parts of the day, with five mini-energizers for each. Each mini-energizer is easy to carry out in less than one minute.

All forty of these mini-energizers offer proven ways to raise your energy and be happier. I gathered ideas for these from my happiness research and books such as the ones listed earlier, and from my twenty-five years as a spiritual practitioner exploring several traditions. Please note that you do not need to adopt any particular spiritual belief to use these mini-energizers. Just select the ones that resonate with you most and see what works for you best. All forty potential Happy Habits are listed in chapters 6-13 of this book. As a bonus, I have created one List of the Forty Potential Happy Habits plus a Happy Habits Planner that you can download at <http://www.inspiredwork.com/happy-habits-bonuses>.

STAYING ACCOUNTABLE

To make your own Happy Habits Plan work, I recommend the following.

For Week 1, after reading the first five chapters of this book, you'll become familiarized with the first set of five mini-energizer options related to welcoming the day. I recommend that you pick three that you like most and want to try on your own. Please note that the Fogg Method and my experience both show that it is highly unlikely you will

HAPPY HABITS

be able to succeed if you pick more than three tasks at any one time.

Once you've selected your three mini-energizers for week one, visit www.tinyhabits.com/join and enroll in the free service provided by the BJ Fogg team. To begin your very own customized Happy Habits Project, simply join by the Sunday (10 am Pacific Time) before the week you wish to start your habit building. You'll use the online forms to describe the three mini-energizers that you're committed to completing for the following five days (Monday through Friday). On Saturday, you will use your 4 minutes to celebrate your success in completing one week of mini-energizers. On Sunday, you will use your 4 minutes to select your next week's three mini-energizers and register them at tinyhabits.com.

Each day, you are going to receive an email that will keep you accountable. You'll be asked whether or not you've completed your tasks for the day. Your response will only take about a minute. Tracking your success will allow you to figure out what's working and what isn't.

When Day Six (Saturday) rolls around, you can use your four minutes to hold a mini-celebration, acknowledging your participation (and hopefully, success!) in the program. Then, on Day Seven (Sunday), you'll repeat the process of selecting the next three mini-energizers for the upcoming week, registering them on tinyhabits.com/join.

For the second week, carry over one of your mini-energizers from the previous week, then institute two new tasks from Week 2's lineup. For the third week, continue with the task you carried over from Week 1, and also continue with one of the new tasks from Week 2. These two tasks you will carry over every single week, giving you a total of seven to eight weeks of practice on them by the time you reach the end of this book. That will be enough time to turn those two tasks into permanent habits.

Every week beginning with Week 3, you will pick one new task from the selection listed for that week, and practice it only for one week (along with the two tasks you will always carry over from Weeks 1 and 2). By the end of the eight-week period, you will find the two carry-over tasks, which you have practiced a great many times, have become a permanent habit. The other tasks you tried for only one week each will not have become permanent habits yet. However, they'll have given you a taste of what the practice is like. That taste will allow you—at the end of eight weeks—to know which mini-energizers you would like to return to and make habitual.

So when Week 8 is completed, you'll continue on with the two tasks you've mastered, and also will add three new tasks, which you will do every day for eight more weeks. Then you can add three more new tasks to your schedule. And so you can continue, every eight weeks developing

HAPPY HABITS

more Happy Habits. Every time you do this, you will find your energy and happiness increasing.

Are you worried that as you add tasks, more and more time out of your day will be consumed with habit development? Not really, because as you'll see as we proceed, many of the tasks are things you do while doing something else you normally do anyway (like brushing your teeth, turning on your computer, etc...) or things you do instead of less healthy habits. So ideally you aren't adding time to your day, just making use of the time you're already using.

Throughout this book with each mini-energizer task, I've included a trigger (or reminder), which is the third step in your Happy Habits Plan. You can make adjustments and invent your own trigger if you prefer it to the one I suggest, but it's imperative that you choose some sort of a trigger. In my own experience, when I failed to complete a task, it was usually because I didn't have a good trigger. When I did have an effective trigger, I was much more likely to follow through. If you're like me, without your trigger acting as a catalyst, it's unlikely you will remember to do your mini-energizer task every day.

So what are the marks of an effective trigger? It should be something you do every single day at around the same time (such as brushing your teeth in the morning). Or it could be something you routinely do when a certain

routine event occurs (example: the phone rings, and you answer it). A bad (or ineffective) trigger, on the other hand, is one that goes by and you don't notice. For example, a bad trigger for me was saying I was going to stop working every hour on the hour and breathe and stretch my back. It didn't work because I didn't have a bell ringing, or a popup message on my desktop, so I just ended up forgetting. This doesn't mean I was at fault—daily distractions just get in the way of habit-forming. That's why we pair the habit we want to learn with a good trigger. The trigger reminds us, every time it pops up, to perform the task. You can see why it's important to carefully consider your trigger selection, as you don't want your reminders to get lost in the shuffle of the day.

The fourth ingredient for your personalized Happy Habits Plan is transitioning your mini-energizers into permanent Happy Habits. To do this, you'll need at least forty to sixty-six days, or as I recommend, a period of eight weeks. While this may seem like a long time, the saying goes that the time will pass anyway—why not make good use of it?

So set yourself up for success by beginning each week with three mini-energizers. Don't forget to register them at tinyhabits.com/join—that will ensure your accountability and make your habits even easier to keep. Within just eight weeks, you'll be well on your way to turning some small, quick mini-energizers into life-changing and permanent Happy Habits.

SUMMARY

- This book will help you create your own personalized eight-week Happy Habits Plan.
- The first step in creating the plan is to think about why you want to be happier. Having a strong and clear motivation will help you stick with the plan for eight weeks.
- The second step in creating your plan is to select your first three mini-energizers and triggers from the Week 1 options. In Week 1, you'll focus on getting your day off to a good start in the morning when your willpower is highest.
- The third step in creating your plan is to go to tinyhabits.com/join, enroll in the free service provided by Dr. BJ Fogg and his team, and commit to doing your three daily tasks (mini-energizers) for Week 1.
- The fourth step is to do all three one-minute tasks (mini-energizers) daily and to report your progress via email to tinyhabits.com. Each week, you will update your plan and keep going until you have completed all eight weeks.
- After the eight weeks are over, you will have two new habits down-pat. You'll also have had a taste of several other mini-energizers you may next like to work on developing. At this stage, you'll be ready to take on three new, additional mini-energizers to practice each day (for eight weeks), resulting in three additional Happy Habits.

CHAPTER 6

WEEK 1

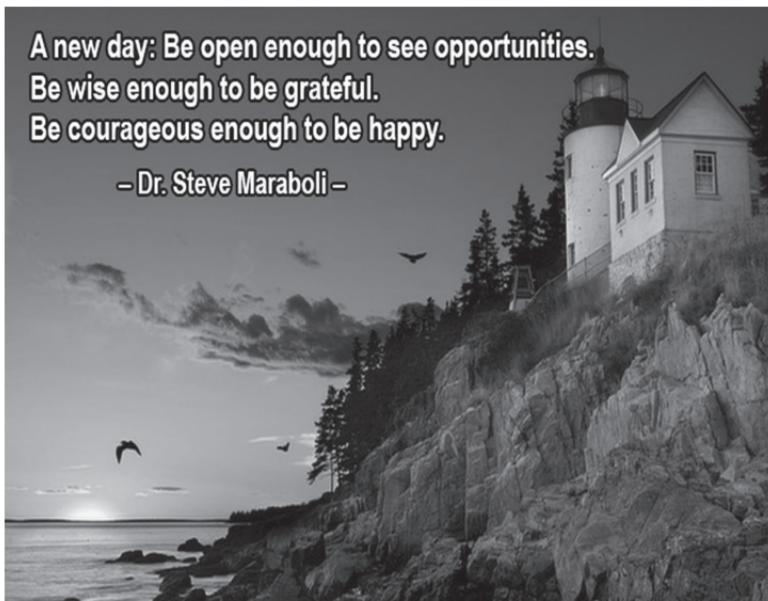
Happy Habits to Welcome the Day

A new day: Be open enough to see opportunities.

Be wise enough to be grateful.

Be courageous enough to be happy.

– Dr. Steve Maraboli –



One of the most crucial elements of developing a happier mindset is starting the day off properly. Job seekers, entrepreneurs, and anyone starting a new venture can particularly benefit from a positive mindset, especially at the beginning of the day. During this uncertain and sometimes difficult time, it's easy to become frustrated and experience feelings of hopelessness. But taking a moment to seek positivity at the start of the day can block out that unwelcome negativity. And, once you're in a positive frame of mind, you'll be more likely to experience success in your job search, interviews, and any other important activity.

HAPPY HABITS



One small positive thought in the morning can change the perspective of your entire day.

Starting your day off right is easy to do. You won't need to break up your routine in any significant way, nor will you need to get up earlier to accommodate these new behaviors. You'll simply need three extra minutes in the morning to carry out a few of the mini-energizers listed below. There are five Happy Habit options for welcoming your day, and while all of them act as mood-boosting energizers, you should select only three to narrow your focus and make the most out of your experience this first week.

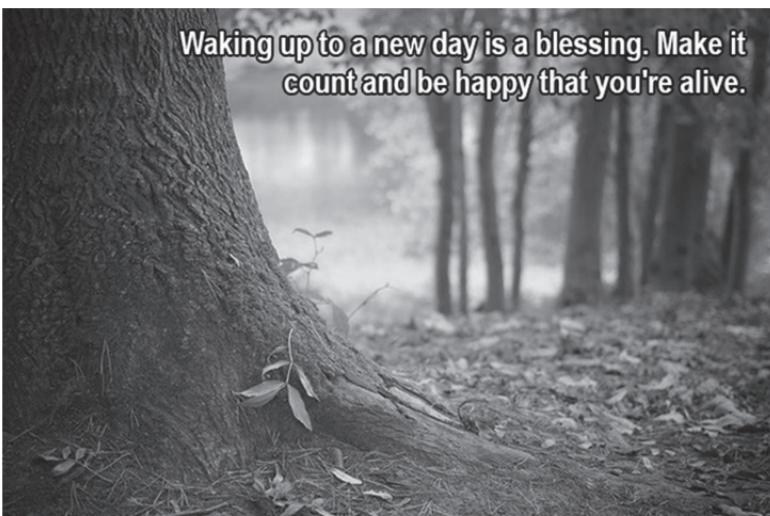
Once you've read through all five of the options, make your selection based on the three mini-energizers you think will benefit you most and fit best into your day. Then, visit tinyhabits.com to start your Happy Habits journey. Remember, three one-minute habits add up to only three minutes a day. (We add one minute for

reflecting on your experience and recording it online, for a total of four minutes.)

The Happy Habits Plan is totally feasible, even for the busiest individuals! And once you witness firsthand the rewarding benefits of practicing these three little activities, you'll find that they're well worth the small amount of effort they require.

MINI-ENERGIZER 1: WAKE UP

Waking up to a new day is a blessing. Make it count and be happy that you're alive.



For this mini-energizer, you'll start by welcoming the day with gratitude as soon as you wake up. While it's perhaps the simplest task to carry out, it has myriad benefits, including a greater sense of ease that lasts the duration of the day. Robert A. Emmons, PhD., a leading gratitude researcher, has conducted multiple studies on the link between gratitude and well-being. His research confirms that

HAPPY HABITS

gratitude effectively increases happiness.¹⁵ The best part of starting your day off with gratitude as a mini-energizer is you can actually stay in bed while completing this exercise.

Whether you wake up on your own or with the help of an alarm, make an effort to open your eyes slowly and gently. Instead of pushing “snooze” and rolling over, popping straight out of bed, or thinking with dread about all of the day’s events that you’ll have to tackle, simply take a moment to breathe. That’s right: all you have to do is breathe, taking one full inhale and one full exhale. As you do so, mentally welcome the day, and embrace it with gratitude. Be thankful for being alive, and open your heart to the day’s wondrous possibilities. Give yourself one full minute to be at ease with the beginning of your day. In time, you’ll bear witness to the long-lasting, positive effects of greeting your day with gratitude and peace.

MINI ENERGIZER 2: PRIME INTENTION

Our intention creates our reality.

—Wayne Dyer—



Once you've gotten out of bed and your feet are touching the floor, take a moment to verbalize your prime intention for the day. It helps to set the same prime intention for at least forty to sixty-six days so that the goal is clear and consistent.

When you set your intention, instead of focusing it on what you want to get, I recommend that you make it about who it is that you want to be. Or place your attention on an aspect of yourself that you hope to expand, such as love, joy, caring, creativity, health, harmony, intuition, collaboration, wisdom, peace, light, abundance, freedom, inspiration, safety, happiness, or some other quality that is you at your best.

Right now, I want to experience greater joy in my life. So my prime intention for each day is currently: “May I be

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filled with joy. May I welcome everything joyfully. And may I be a space where joy emerges for the well-being of all.”

I developed my prime intention with the help of my spiritual teacher and coach, Matt Kahn of truedevinenature.com. With his help, I discovered that one of the main reasons I was unhappy was that I was trying to be perfect and live my life to avoid pain (focusing on what I wanted to avoid) versus focusing on the positive aspect of who I want to be (joy). Although I did know on a conscious level that I wanted to be happier and more joyful, subconsciously I was driven by fear. Therefore my subconscious mind—the mind that controls habits—was keeping me unhappy and stuck.

To fix this, I learned that all I needed to do was set a consistent intention. An intention is a powerful way to align your subconscious mind, and it works even faster when it is your prime intention because your subconscious mind consistently hears it is the most important priority for you every day. Thus, the prime intention is a powerful mantra that can help reset your subconscious and align your energy with who you want to be. Plus, it is a great Happy Habit to have in your arsenal.

Feel free to create your own prime intention. Ideally focus your intention on who you want to be, instead of what you want to have, and wrap it up by saying, “for the well-being of all.”

MINI-ENERGIZER 3: STRETCH



The time directly after waking up and getting out of bed is an ideal opportunity for stretching your muscles. In fact, you can incorporate a mind/body/soul stretch to begin your day. When you stretch your muscles, breathe with awareness to enrich your body and spirit. Really be generous with your breath. For example, when you bend down, simultaneously breathe in air from deep in your belly, using your diaphragm and filling your lungs completely.

Straighten up, then raise your arms overhead and for a brief moment hold your breath. It is the stillness—the moment at the top or the bottom of the breath—that allows you to focus on peace.

After you've held your breath (for a few seconds or as long as is comfortable for you), release it very slowly as you

HAPPY HABITS

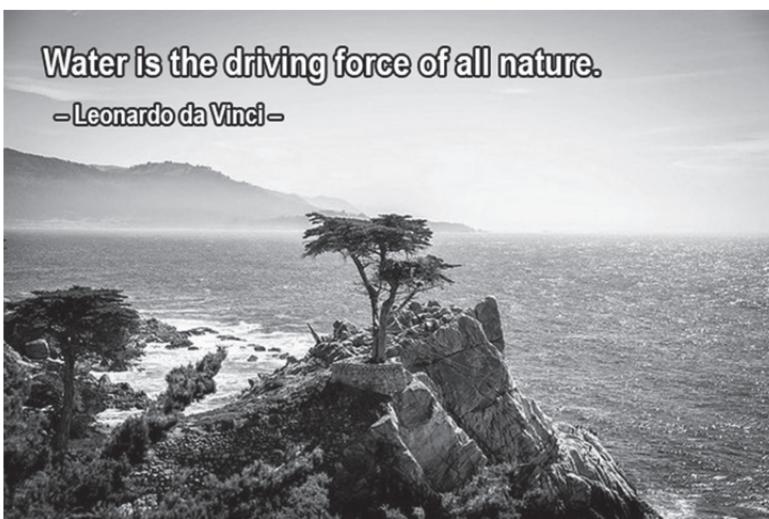
open your arms and bring them down to your side until there is nothing left to exhale. Do three full body stretches like this while breathing deeply three times from the diaphragm. (I call these “mindful breathing-stretches.”)

This awareness of breath aligned with movement helps to center and ground you. It’s this principle that attracts so many people to Hatha Yoga. If you don’t have time to attend a yoga class, however, you can still reap the same benefits from doing a few mindful breathing-stretches at the beginning of your day.

MINI-ENERGIZER 4: DRINK WATER

Water is the driving force of all nature.

—Leonardo da Vinci—



The fourth option for the first week of mini-energizers is drinking water upon arising.

You've probably already heard about some of the benefits of drinking water; after all, the adult body is comprised of 60% water. To keep it functioning properly, you need to hydrate it. And, since you've been in a restful state for a long period of time (hopefully eight hours or so), your body is dehydrated upon waking up. Combat that dehydration by drinking a full sixteen-ounce glass of fresh water. This should be the first thing you consume in the morning.

To avoid any impurities that could have manifested themselves in your glass of water throughout the night, it's best to reach for a fresh glass in the morning. Or, to avoid

HAPPY HABITS

wasting water, simply cover your water glass overnight or store it in a bottle with a sealable lid so you won't risk contamination as you sleep.

MINI-ENERGIZER 5: LIGHT

For one minute walk outside, stand there, in silence, look up at the sky, and contemplate how amazing life is.



The fifth and final mini-energizer for Week 1 encourages you to embrace natural light in the morning. This light-embracing task calls for you to go to the nearest window and open the curtains.

Take a moment to let the light into your room, and allow the feeling of brightness to sink into your being as well. The sun is a provider of light, and it supplies a loving source of life-force energy to everyone equally. By spending some time just dwelling in natural sunlight, you can achieve a sense of unity consciousness, and learn from it how you can become your greatest self.

In fact, the sun is the supreme example of unconditional love. It provides its energy for all dwellers of the Earth without ever expecting something in return; it gives its

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recurring gift freely and abundantly. Simply put, the sun just “is;” there are no concepts of “I” or “me” or “what’s mine.” Take a moment to reflect on this notion for a minute in the morning as you practice your mini-energizer dedicated to light. And, as you open your heart, spirit, and mind to the divine light and let it fill you, think of how you’ll carry that light with you and offer it to those you encounter throughout your day. Everyone you intend to meet today—and even those you casually encounter—can become recipients of your gift of light.

Aside from the metaphysical benefits, there are some proven health-related benefits to exposing yourself to natural sources of light. In a study conducted by Northwestern University Medicine and the University of Illinois at Urbana-Champaign, respondents who were exposed to greater levels of natural light in the office experienced better (and longer) sleep, greater physical activity, and an overall heightened quality of life.¹⁶ Sunlight can assist in regulating your body’s natural wake-up time (and consequently, your sleep schedule), boosting energy levels, and completing daily activities more easily and in a better frame of mind.

SUMMARY

- The focus of Week 1 is to help you get your day off to a good start when your willpower is highest.
- Since being happy requires a positive attitude, several of the first week's mini-energizers are related to gratitude, being healthy, and being grounded.
- Week 1 has five mini-energizers + triggers including:

Mini-Energizer 1: Waking Up

Trigger: When you wake up

Mini-Energizer: Slowly breathe in and out, and mentally welcome the day with gratitude for being alive and with an open heart to the day's possibilities.

Mini-Energizer 2: Prime Intention

Trigger: When you get out of bed

Mini-Energizer: Say out loud your prime intention for the day (ideally who you want to *be* versus what you want to have today).

Mini-Energizer 3: Stretch

Trigger: Right after you get out of bed

Mini-Energizer: Do three full body stretches while breathing deeply three times from the diaphragm

Mini-Energizer 4: Drink Water

Trigger: After you get up or stretch

Mini-Energizer: Drink a full sixteen-ounce glass of water.

Mini-Energizer 5: Light

Trigger: After you get up or drink water

Mini-Energizer: Go to a window and let the light in, opening your heart to receive light, and send light to everyone.

- Select three mini-energizers and register at tinyhabits.com for week 1.

CHAPTER 7

WEEK 2

Happy Habits to Energize Your Morning Routine

My morning routine definitely sets the tone for my day. If I'm rushed and stressed in the morning, that will carry through my work day.

—Tessa Miller—



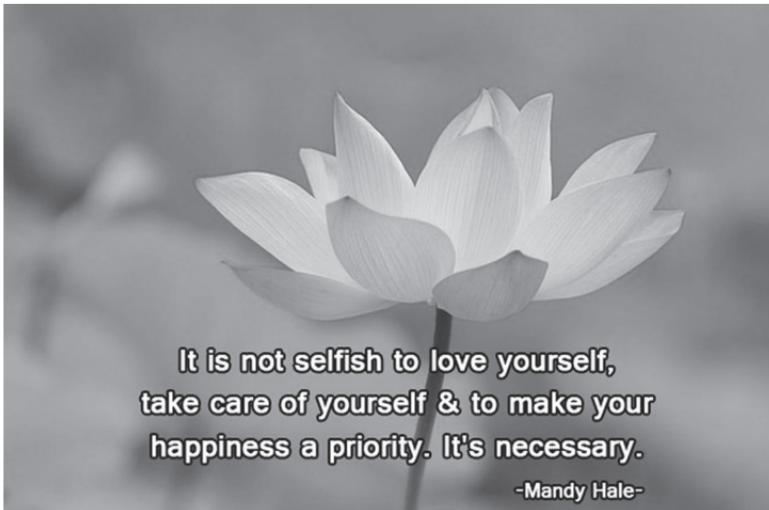
The morning routine is crucial—it can dictate the way your day unfolds. For job seekers, a positive, energizing morning routine is especially important. After all, there's nothing that can help you more than maintaining a positive mindset, and that begins in the morning.

Following are five morning-routine habits from which you can choose for Week 2. Don't forget to carry over one mini-energizer from Week 1 to welcome the day, which you will continue and incorporate into your routine throughout all eight weeks of this program.

HAPPY HABITS

Pick two tasks from the selection of five below that you will commit to completing, along with the original one from Week 1, for a total of three habits to practice this week. Remember, the formula for success is: 3 habits x 1 minute each = 3 minutes, + 1 minute to track your success = 4 minutes total each day. Also remember to sign up for Week 2 on tinyhabits.com.

MINI ENERGIZER 6: AFFIRMATION



**It is not selfish to love yourself,
take care of yourself & to make your
happiness a priority. It's necessary.**

-Mandy Hale-

When searching for a trigger for one of your Happy Habits to energize your morning routine, keep in mind that brushing your teeth is an excellent choice. You're going to brush your teeth every morning anyhow, so it doesn't require you to break your routine in any way, nor will it cost you any extra time. You also won't need to enact any sort of added willpower—brushing your teeth has already been ingrained as part of your daily habits, so pairing the act with a mini-energizer just makes sense.

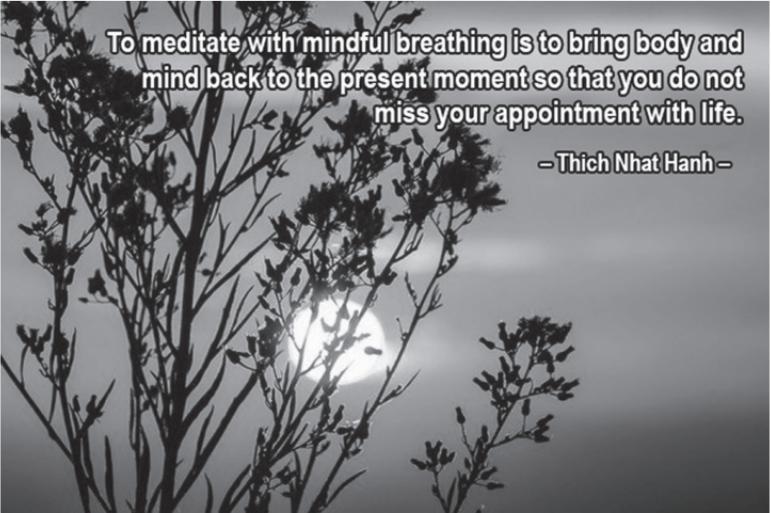
This first of the Week 2 mini-energizers deals with a self-care affirmation. It is suited particularly well to the teeth-brushing trigger because it requires a mirror. Right before you brush your teeth, look into your eyes in the mirror and mentally repeat an affirmation of self-support. It could be "I am happy. I am healthy. I am abundant. I

HAPPY HABITS

am free.” This affirmation comes from spiritual teacher, Matt Kahn of True Divine Nature.¹⁷ Any words you find personally validating and empowering will do—these are just suggestions. Keep it short, plan the words in advance, and say the same words every day for one minute while you brush your teeth.

If you find it hard to maintain eye contact with yourself, gently try to bring your eyes back to meet themselves in the mirror. Repeat the phrase mentally several times, with focus and sincerity.

MINI-ENERGIZER 7: MICRO MEDITATION



To meditate with mindful breathing is to bring body and mind back to the present moment so that you do not miss your appointment with life.

—Thich Nhat Hanh—

Studies have shown that people who dedicate time to meditation and mindfulness are happier than those who don't. In fact, there is an observable difference that takes place in the brain during meditation that researchers have discovered.¹⁸ You, too, can reap the happiness benefits of mindfulness, prayer, connecting to Source, or meditation by simply devoting a few moments each day to sacred time and/or spiritual practice. If you already do so, then keep up this healthy Happy Habit. Otherwise, the morning is an ideal time for embracing one of these practices, as it will assist in centering and grounding you from the very start of the day. That way, you can carry out the rest of your day in harmony.

That being said, it can seem difficult to fit sacred and/or spiritual time into the day, especially if you are a busy individual. This mini-meditation is especially helpful for

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people in that situation, since it only requires one minute to do.

Again, brushing your teeth works as a great trigger, but because meditation is more effective when done in stillness, you may wish to sit down for a moment while you do this mini-energizer, immediately before or after the tooth-brushing.

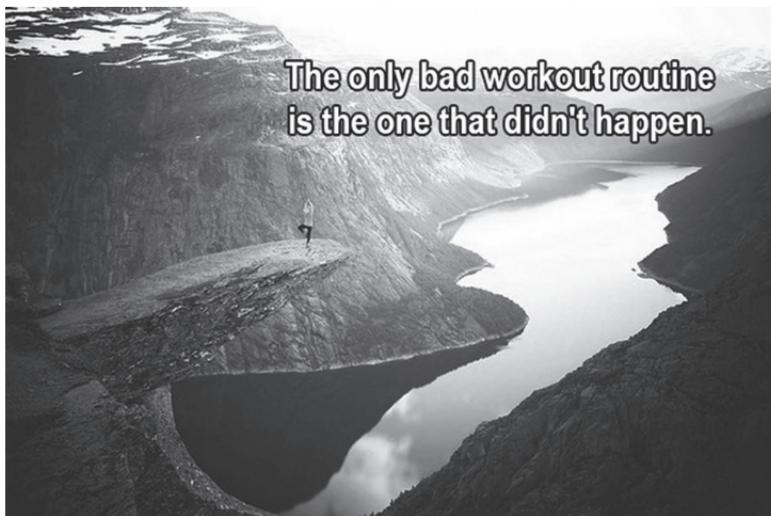
What works for me is this. I do one or two cleansing breaths (quick breaths in through the nose followed by breaths out through the mouth, which should sound like “hah hah”) to start my micro-meditation. I do this type of breathing before meditation to send a clear signal to my mind that it’s time to center myself and meditate.

Once you’ve centered yourself, do a mini-meditation or repeat a short prayer that has special value to you. The goal of this exercise is to have a moment of calmness and to spend a minute of sacred or spiritual time in whatever way you choose.

You might elect to spend the time doing mindful breathing, counting for six or seven seconds on the inhale, holding the breath for the same amount of time, then exhaling for six to seven seconds. Complete three mindful breaths in which you concentrate on your breathing. Take note of the calmness you feel, and go on about your day.

Alternatively, you could use this time to remember who you are and connect to Source. I tend to favor the following practice, which was recommended by my spiritual coach, Matt Kahn: Close your eyes and ponder: “What do I see when I close my eyes? Emptiness/Spaciousness. What do I hear? Aliveness. What do I feel? Peace.” I breathe into that feeling and remind myself that I am that—it is my true nature. I am already awake. I am peace, love, joy, and spaciousness. Then I open my eyes, knowing that whether my awareness is internalized in meditation or externalized to focus on the world, I am this energy. I let the day flow onward from that spaciousness.

MINI-ENERGIZER 8: MINI-EXERCISE



The only bad workout routine
is the one that didn't happen.

Exercise can release endorphins, thereby contributing to your happiness quota. Studies show that exercise can ease symptoms of depression, anxiety, and stress, and help us feel better about ourselves and our bodies. According to recent research, it's possible to improve your fitness and health in just a single minute of intense exercise embedded within an otherwise-easy ten-minute workout.¹⁹ The truth is, to really reap the health benefits (and happiness) that result from regular exercise, you really need at least ten minutes, versus just one.

Still, my experience (and BJ Fogg's research) shows that you are unlikely to succeed with a habit unless you start slowly and increase the time by a small amount each week. So, if you're looking for the perfect way to ease into fitness, this mini-energizer is ideal for you.

You'll start with a one-minute micro-exercise that's appropriate for your level of fitness. (You won't want to do a workout that's so intense it isn't healthy—even if it's just for a minute). Keep in mind that this should be something that you enjoy doing! Or at least don't mind doing. It must also be easy enough for you, or you will almost certainly not want to stick with it.

Trust me on this—I speak from personal experience. The only exercise I enjoy doing is swimming in a warm pool. Unfortunately, I don't have access to a warm pool year-round, and swimming isn't something I'd be able to do for one minute in the morning anyhow. Add to that the fact that I am petite (and a foodie who loves to eat) and you can see why I have struggled to create a Happy Habit related to exercise for years now. Here's what works for me, even if I'm traveling. No weights or fitness accessories of any kind are necessary.

After you brush your teeth, go to the bathroom, or do any other trigger activity suitable for the morning, stretch your arms and shake out your limbs (think Michael Phelps before an Olympic swimming race). Then do jumping jacks in place, increasing your pace until you are breathing rapidly. Then decrease gradually. Aim for one minute of jumping jacks.

If you prefer a different exercise, such as jogging in place, you can follow the same acceleration/deceleration pattern for about one minute.

MINI ENERGIZER 9: GRATITUDE

Happiness will only come to those who appreciate what they already have.

– A. Deveci –



One time-saving way to insert a Happy Habit into your morning routine is incorporating it into your shower routine. If you already take a morning shower, this is a perfect time in which to build another Happy Habit. Your shower can be a great time to establish a positive mindset for the day that lies ahead. It can also be a great time to remind yourself of everything and everyone you're grateful for. Try this mini-energizer to evoke a sense of gratitude.

When you turn on the shower, focus your thoughts on three things for which you are grateful right now and why you are grateful for them. They don't have to be the same three things every day.

It can be as simple as “I’m grateful for clean water and the ability to purify my body.” Or, “I’m grateful for my spouse

and that we still love each other after fifteen years.”

Taking a moment to feel gratitude for the good things in your life helps to ground you and remind you that whatever the day brings, there are many aspects of your life for which you can still be grateful.

Developing a “gratitude attitude” is one powerful way to become happier. We can see the glass either as half-empty or half-full. The half-full crowd has more fun!

I’m reminded of a saying I once heard … “Two prisoners looked out of the bars. One saw mud, and the other saw stars.” How you look at things makes all the difference.

MINI ENERGIZER 10: BREAKFAST

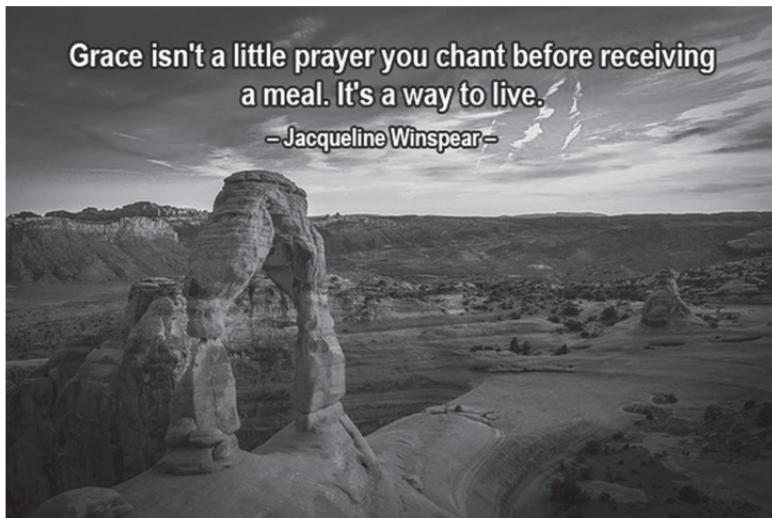
Have a healthy breakfast each morning. It energizes your body and helps your mind make healthier choices throughout the day.



Everyone's heard the saying, "Breakfast is the most important meal of the day." But you may not know that eating a healthy breakfast can actually boost your performance throughout the day by 25%. At least that's what University of Iowa's David Frisvold witnessed when he tested the theory with elementary school children.²⁰ The benefits aren't exclusive to children, though. Adults, too, can reap the energizing benefits of a healthy breakfast and start the day off right.

If you don't already eat a healthy breakfast and would like to make this one of your Happy Habits, consider planning a wholesome morning meal the night before, or while grocery shopping; that way, you'll be more likely to make a healthier choice in the morning.

You could then create the following Happy Habit trigger with an accompanying mini-energizer: When you reach for and open the refrigerator door, stop and think about the healthiest food choice you can make. What type of fuel does your body need most in that moment? Check in with your body—often you can actually sense whether it's saying "yes" or "no" to the food you're thinking about. See if you can discover the difference between what your mind wants and what your body needs. Follow your body's wisdom, and you'll be well on your way to making happier and healthier breakfast choices that will give you added energy to jumpstart your day.



Personally, I love breakfast and wouldn't be able to skip it. The fact that I eat the same breakfast almost every work-day makes it easy, too. Each morning, I have a healthy grain cereal with blueberries and milk. It may not work

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for everyone, but it's simple, quick, and easy, and it works for me.

If, like me, you already have a breakfast food habit, which is on autopilot, consider this alternative mini-energizer. When you sit down to eat, make a prayer of thanks, or think with gratitude of the good things in your life. You might say something like, "I thank the Source of all love and abundance for this meal. May we all be filled with joy and radiant health."

SUMMARY

- The focus of Week 2 is to upgrade your morning routine so you can get off to a good start when your willpower is highest.
- Since being happy requires a positive attitude, several of Week 2's mini-energizers focus on gratitude, health, and spirituality.
- Week 2 has five mini-energizers + triggers including:

Mini-Energizer 6: Affirmation

Trigger: When you brush your teeth

Mini-Energizer: Look into your eyes in the mirror and say out loud or mentally affirm self-validation for one minute.

Mini-Energizer 7: Micro-Meditation

Trigger: After brushing your teeth

Mini-Energizer: Spend one minute centering your attention on prayer or on stillness.

Mini-Energizer 8: Mini-Exercise

Trigger: After you finish in the bathroom

Mini-Energizer: Stretch, shake out your body, and do jumping jacks (or other brisk exercise) for one minute in place.

Mini-Energizer 9: Gratitude

Trigger: When you are taking your shower

Mini-Energizer: Think of three things you are grateful for right now and why.

Mini-Energizer 10: Healthy Breakfast

Trigger: When you open the refrigerator door

Mini-Energizer: Stop and decide the healthiest breakfast choice you can make, and make it.

(CONTINUED)

Alternative Mini-Energizer 10: Meal Gratitude

Trigger: When you sit down to eat

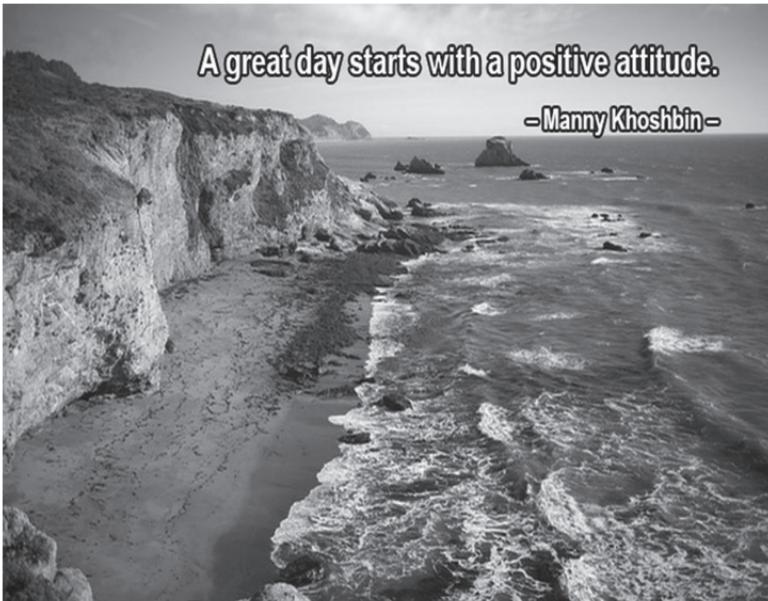
Mini-Energizer: Offer gratitude for the meal you are about to enjoy.

- Select three mini-energizers (one you'll retain from Week 1 and two new ones from Week 2) and register at tinyhabits.com for Week 2.

CHAPTER 8

WEEK 3

Happy Habits to Kick Off Your Work Day



A great day starts with a positive attitude.

—Manny Khoshbin—

For job seekers and career changers especially, it's important to have a positive, energizing day. Keeping a healthy mental attitude throughout the journey of finding a job is essential. That way, when you do eventually score an interview, you'll carry over your sense of positivity, which will help create a great first impression. Of course, having a happy and productive workday is important for individuals who are currently working, too. There's no better way to create a happy workday or job search day than starting the day off right. The beginning of the day is your opportunity to get excited about the opportunities that

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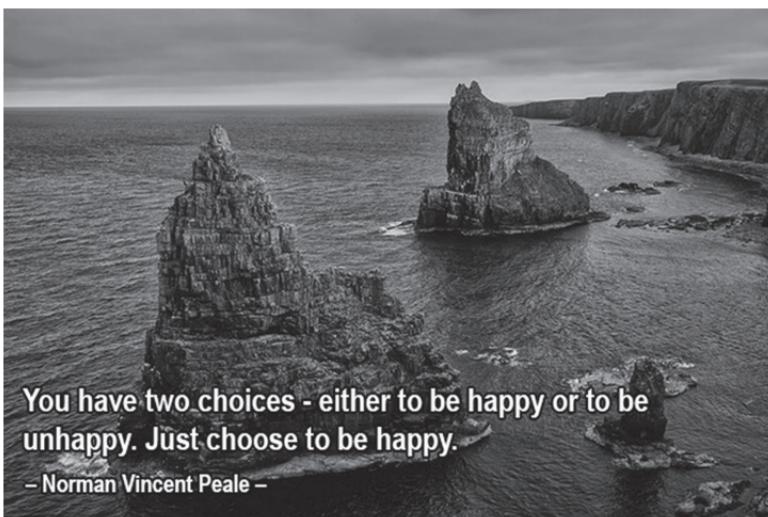
lie ahead, and to mentally prepare yourself for embracing the challenges you may face with patience, determination, and a sense of peace within yourself.

Yet, workdays (and job search days) are filled with complications, unforeseen frustrations, and a whole spectrum of circumstances which are beyond our control. These aspects have the potential to derail our progress and leave us overwhelmed; however, what we do have control over is the way in which we handle—and, ideally, even embrace—these challenges. And, if you start the day by preparing yourself to welcome the workday and all of its unpredictable trials, you'll be much more likely to come out on top. The Happy Habits in this chapter focus on making the choice to be happy, greeting others with kindness, and taking a moment to assess the day's most important priority—an integral facet in maintaining a successful career or landing your dream job.

There will be five Happy Habit options to consider for your workday kick-off, and these habits are critical for having a productive workday. During Week 3, you'll choose one mini-energizer from Week 1 (Welcoming the Day) and one from Week 2 (Morning Routine) that you want to continue and turn into a Happy Habit. This will ensure you have a positive trajectory before you even begin your workday or job search. Also, I recommend that you continue with these two mini-energizers for the remaining weeks of the eight-week program so that you can turn them

into permanent Happy Habits. After you've read through all five workday kick-off mini-energizers for Week 3, pick one and commit to doing the habits (3 habits x 1 minute each day = 3 minutes a day and tracking your success for 1 minute per day for a total of 4 minutes to create your Happy Habits) for Week 3 through tinyhabits.com.

MINI-ENERGIZER 11: CHOOSE TO BE HAPPY TODAY



You have two choices - either to be happy or to be unhappy. Just choose to be happy.

— Norman Vincent Peale —

According to two studies published in *The Journal of Positive Psychology*, just trying to be happy can boost your emotional wellbeing.²¹ This is an aspect of happiness that is often unknown or overlooked—many people believe that happiness is something that just “happens,” but in many instances, the people you see who seem happiest probably got to that state by making the choice to be happy. So it’s a good idea to begin your workday by actively making the choice to be happy. This is especially useful for job seekers and career

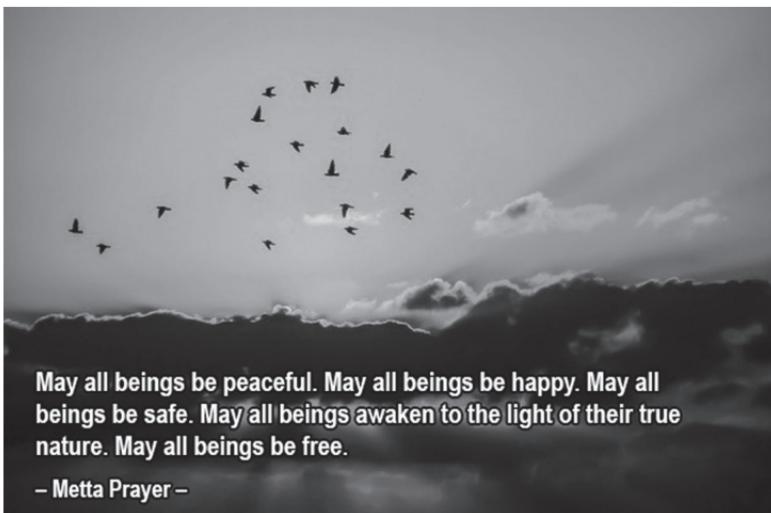
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changers who may need an extra energy boost to stay positive about their prospects so that they can keep applying to jobs and networking for as long as it takes to find a job.

Time is also working on your side for this Happy Habit—while making the choice to be happy could benefit you at any point in the day, choosing to do so in the morning just before work will have the greatest impact on your day. Think about it: walking into work with a sense of dread won't do any good. Even if there's a project you're not looking forward to (a dilemma we will address in an upcoming Happy Habit), you can still greet your challenges with a positive frame of mind. This will help shape your experiences throughout the day, and you may find that the thing that you were dreading really isn't so bad after all, especially once you begin to make your way through it.

Your trigger for accessing a positive mindset could be something practical, such as cleaning the breakfast dishes or getting dressed. Your mini-energizer for being happy should ideally be smiling and saying aloud, "I choose to be happy today. No matter what, I choose to be happy." This puts the power to control your own happiness—regardless of exterior circumstances—in your own hands.

MINI-ENERGIZER 12: COMMUTE



May all beings be peaceful. May all beings be happy. May all beings be safe. May all beings awaken to the light of their true nature. May all beings be free.

– Metta Prayer –

As mentioned previously, about 40% of our daily activities are done as sheer habit or routine. Happy Habits aim to take advantage of these mundane tasks by inserting energizing routines into these times when you run on autopilot. Your commute is a perfect example of a great time for injecting a habit you can use to boost happiness and evoke energy within yourself.

For this mini-energizer, an effective trigger is starting the car. When you do, complete a one-minute meta-meditation with your eyes open. First, mentally affirm, “May I be happy. May I be healthy. May I be abundant. May I be free.” Next, think of someone you love or for whom you feel great respect, and say the phrase again. Instead of saying “I,” though, substitute “you.” Then, think of someone who has caused you difficulty, and repeat the phrase again.

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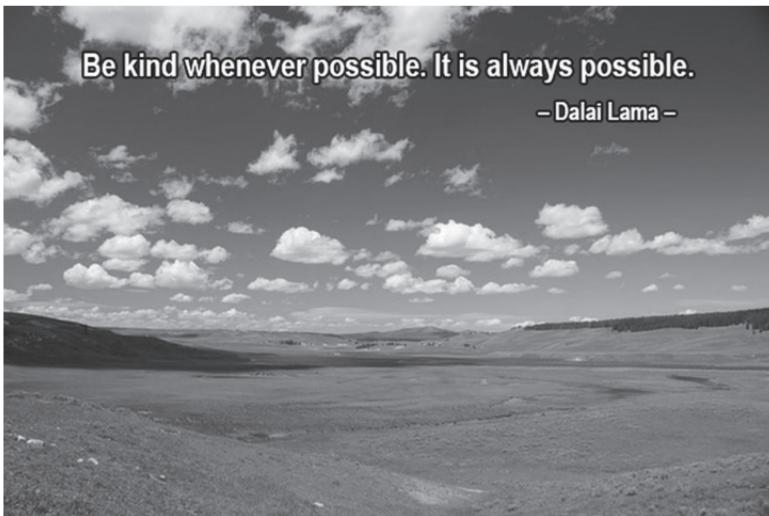
Finally, end with, “May all be happy, healthy, abundant, and free.”

This Happy Habit is designed to begin your workday with the focus of serving others. In John Izzo’s book *The Five Secrets You Must Discover before You Die*, the author interviews more than two hundred people between the ages of sixty and one-hundred-and-six, each of whom had found happiness and meaning in their lives, and the common sentiment from the respondents was that it’s easier to be happier when you focus on serving others.²² Of course, that’s not to say that you can’t have some time for yourself (which isn’t selfish at all—again, if something makes you happy and alters your state of mind for the better, you’ll be more likely to share that sense of happiness with others), but the workday is essentially a time during which your assistance toward others is needed. Thinking about actually contributing to the well-being of others in a meaningful way—instead of just clocking in to take home a paycheck—helps connect you to your work, thereby making it a happier, more rewarding experience all around.

If you are unemployed or work from home and don’t have a commute, then you can still complete this mini-energizer with a different trigger (for example, when you enter your home office or sit at your desk). You can still use the same affirmation, and address it first to yourself, then to someone you respect, and finally, to a person who has caused you some sort of difficulty. Embracing this overall kind, gentle

attitude toward the world and willing yourself to become a person who intends to help others is a big step toward accessing a permanent state of happiness, whether you are still looking for a job or you're well into your lifelong career.

MINI-ENERGIZER 13: CONNECT WITH KINDNESS



Shawn Achor—as well as other researches in the positive psychology field—has indicated that making kindness a Happy Habit is an important way to experience more happiness in your own life. Achor's research also indicates that social connectivity is one of the top-three determining factors that dictate job success. So this mini-energizer goes beyond happiness—it pays big dividends in your career as well.²³

To turbo-charge this mini-energizer, I recommend combining several Happiness Habits into one to get the best

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bang for your minute. Specifically, you can combine smiling; upholding in-person connections; nixing small talk in favor of deeper, more meaningful conversations; making it a point to listen; and planning your good deed.²⁴

When you greet your colleagues for the first time in the morning (which will act as your trigger), look them in the eye, and smile deeply so that it reaches your eyes. (To create a genuine smile, think about how grateful you are to work with that person.) Then, sincerely ask a conversation-invoking question, such as, “How are you *really* doing today? Are you on top of the world, or has the world got you down?” Then, pause and actively listen while maintaining eye contact. Initiating the conversation shouldn’t take long, and even if you only have one minute, take a sincere interest in your colleague’s response. It will help raise the energy of both parties!

If you’re currently conducting your job search or working from home and don’t have the chance to meet anyone in person, plan your trigger habit around a phone conversation or morning errand.

MINI-ENERGIZER 14: BOOTING UP

**Ask yourself: Have you been kind today?
Make kindness your daily modus operandi and
change your world.**

—Annie Lennox—



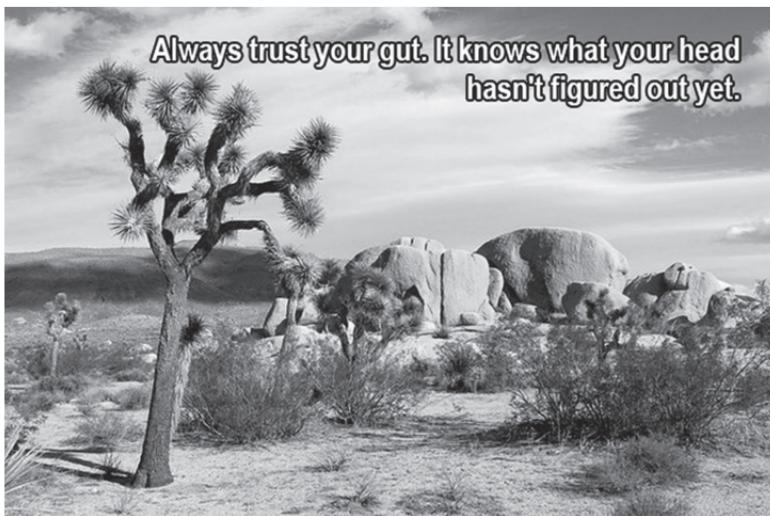
Any task that requires you to wait for a minute or so provides an ideal time for inserting a Happy Habit. I personally have had great success from creating a Happy Habit when I turn on my computer. It typically takes a little while for it to start, and instead of being impatient, I use that time to embrace a positive mindset to start the workday. I notice that on some days, I'm anxious to get started, but that I'm not actually *energized* when I sit down at my desk to start working. If you're like me, then I highly recommend that you form a Happy Habit around the start of your workday.

Your trigger can be turning on your computer or sitting down at your desk. The mini-energizer can be something simple, like a one-minute affirmation of, "All is well." Alternatively, you can think about one personal career

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experience that affected you in a positive way, and replay the memory in your mind for one minute. Or, if you have a significant experience coming up in the near future that you want to go well (a job interview, important meeting, etc.), use this time to visualize a successful outcome for one minute.

MINI-ENERGIZER 15: GUT-CHECK YOUR PLAN



Always trust your gut. It knows what your head hasn't figured out yet.

Before you take a look at your messages (trigger), scan your plan for the workday, selecting the most important work priority for the day. Is there something on your to-do list that is strategic, but not urgent, that you've been putting off? Is there anything you fear doing? Not sure what you feel? For me, I feel a faint twinge in my gut if I'm afraid to do something or feel guilty for putting it off. If you experience that twinge, you know that task is the most important for the day.

Research shows that procrastination can drain happiness and that happy people tend to tackle their most difficult tasks first. Further research shows that happy people proactively set their daily goals.²⁵ So use this time to be clear on your most important priority, which is usually the task that you fear or dread the most. Write down your most important priority, and why it's important to you.

SUMMARY

- The focus of Week 3 is to get your day off to a good start when your willpower is highest.
- Week 3 has five mini-energizers + triggers including:

Mini-Energizer 11: Choose to Be Happy

Trigger: When you get dressed

Mini-Energizer: Smile and tell yourself, “I choose to be happy today.”

Mini-Energizer 12: Commute

Trigger: When you start your car or enter your office

Mini-Energizer: Do a one-minute meta-meditation with your eyes open.

Mini-Energizer 13: Connect with Kindness

Trigger: When you meet your colleagues in the morning

Mini-Energizer: Make eye contact and sincerely ask how they are doing.

Mini-Energizer 14: Booting Up

Trigger: When you log onto your computer

Mini-Energizer: Affirm “All is well” several times.

Mini-Energizer 15: Gut-Check Your Plan

Trigger: Before you look at your messages

Mini-Energizer: Review your plan for the day and select your most important priority.

- Select three mini-energizers (the carryover from Week 1, one carryover from Week 2, and one new task from Week 3). Register at tinyhabits.com for Week 3.

CHAPTER 9

WEEK 4

Happy Habits to Achieve Your Most Important Priority

Make sure every day you do what matters most. When you know what matters most, anything makes sense.

—Gary Keller—



To stay continually engaged in and passionate about your work, it's important to tackle at least some portion of your most important priority daily and feel some success from your actions. This is of utmost importance for job seekers and career changers, because in order to stay on track and future-focused, it's crucial to feel as if progress is being made. Setting aside time to accomplish your priorities each day—at least to some degree—is essential for having a productive workday.²⁶

Sometimes at work, we can feel so overwhelmed that we

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don't know where to begin. The Happy Habits for Week 4 are designed to streamline your tasks so that you can effectively accomplish at least a portion of your biggest priorities, and stay on track with the other, lower-priority tasks so that they don't compound and get out of hand. By adopting these simple, energizing habits, you'll find that your workload will become more manageable, and that the responsibilities that once felt overwhelming are actually quite possible to tackle, when handled strategically. The feeling you'll experience once you begin to see progress being made on your tasks (some of which you may have dreaded previously) will give way to a happier overall mood, leaving you with a sense of accomplishment and the motivation to continue driving superior results. Even if you are currently looking for a job, you can adopt the same processes recommended in this chapter: if there's a task you've been putting off (revising your résumé, making phone calls to follow up, etc.), you'll tackle that first, and then you'll also find a way to effectively accomplish the other, lower-priority tasks.

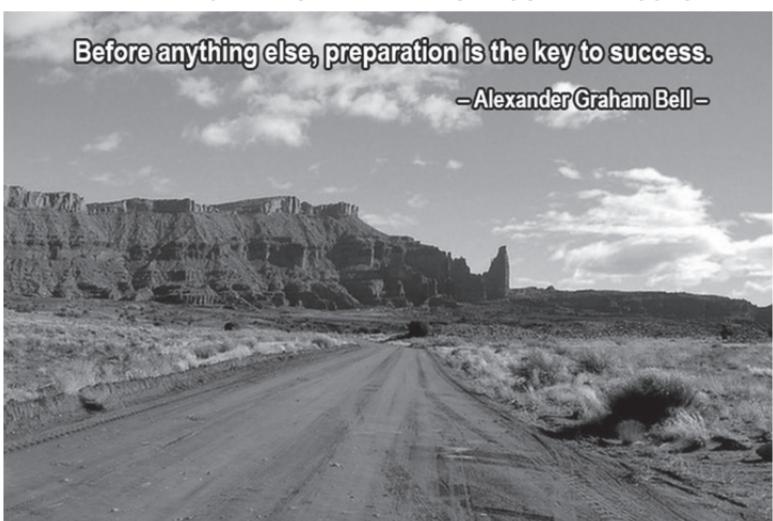
As in all other weeks, you will have five options to choose from for Week 4. You can pick one mini-energizer from Week 1 and one from Week 2 that you'd like to continue and turn into a Happy Habit to carry over. That way, you'll establish a positive frame of mind before you even arrive at work—which is crucial to setting up a happy, productive workday or job search. Once you've read through all five of the mini-energizer options for Week 4 to achieve your most important priority, go ahead and select one to

add to the two from previous weeks you are already practicing. Commit to doing the new Week 4 energizer for one week. Don't forget the formula: 3 habits x 1 minute each = 3 minutes per day, plus tracking your success for 1 minute a day for a total of 4 minutes per day to create your Happy Habit. Also, remember to sign up at tinyhabits.com to stay accountable for your habits in progress.

MINI-ENERGIZER 16: PREPARE FOR YOUR #1 PROJECT

Before anything else, preparation is the key to success.

—Alexander Graham Bell —



This particular habit is one that's shared by many happy people. Specifically, people who are happier at work tend to avoid morning distractions, such as reading through news updates, responding to emails, and checking text messages in the very beginning of the day. They know that these time-consuming distractions can wait until later, which helps them to maintain a positive mindset and allows them to laser-focus on their most important priorities. (Don't

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worry—you won’t have to completely neglect these lower-priority tasks; I’ve designed a Happy Habit to deal with them specifically, which you’ll find later on in this chapter.)

Your trigger and Happy Habit for this exercise are as follows: after you’ve decided on your topmost priority for the day, get out everything you need to accomplish your task. Whether that’s paperwork, certain office supplies or tools, or any other resources you need, make sure that they are available at your disposal so that you won’t have to go back and search for them after you’ve already begun your work. Make sure that if there are any programs you need to use, they are already open and running on your computer. Tackling organization before anything else will aid you tremendously in putting in your best quality of work on the projects that matter most.

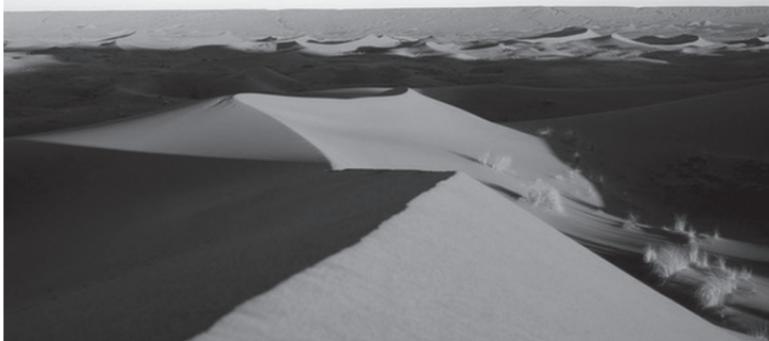
If you didn’t have the right tools or information readily available, then you’d likely need to stop—in the middle of your progress on your priority task—to go and seek out the proper resources. If that happens, you’ll not only lose time, but you might also find that the positive momentum you had will be somewhat diminished by the time you get back. Also, you’ll then be inviting other distractions, such as checking email, and it can be very easy to become quickly sidetracked. Avoid all distractions and temptations by getting organized first and laying out all of the tools you’ll need to tackle your priority. This will make it much more likely for you to maintain high levels of focus

and engagement as you see your most important project through.

MINI-ENERGIZER 17: START YOUR #1 PRIORITY

**Start where you are.
Use what you have. Do what you can.**

—Indian Proverb—



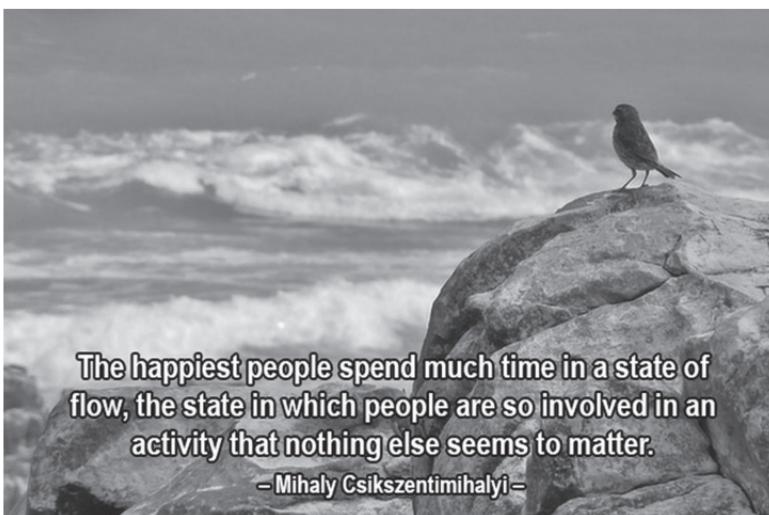
It sounds simple, and it is: the easiest way to ensure progress toward achieving your goals is simply to start. Richard Davidson, a neuroscientist from the University of Wisconsin found that when you progress toward achieving even the most difficult task or goal, you'll still experience increased levels of happiness—just from starting!²⁷

This Happy Habit is about starting and making progress on your most important priority for the workday. Your trigger and mini-energizer can be this: once you've laid out all of your tools and/or supplies and have everything organized, you get started immediately on your most important priority.

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To succeed in working toward accomplishing your top priority, you'll of course need to work for more than one minute. Yet, there is greatness in starting. As Alicia Dunams says, "Start by starting." Once you have begun, you will hopefully be able to keep going, and achieve some meaningful progress on your number-one task for the day. Getting some work done on this monumental project will help you feel a sense of accomplishment. No matter what happens throughout the rest of the day, you'll know that you conquered at least a portion of what matters most.

MINI-ENERGIZER 18: CULTIVATE FLOW AND HANDLE INTERRUPTIONS



The happiest people spend much time in a state of flow, the state in which people are so involved in an activity that nothing else seems to matter.

— Mihaly Csikszentmihalyi —

Happy people are sometimes so immersed in an activity that they'll actually lose track of time. According to Mihaly Csikszentmihalyi, author of *Flow*, "Flow" typically happens when you feel connected with your project, and you regard it with such meaningfulness that you use your natural strengths and talents to accomplish it.²⁸ To cultivate flow, you can identify a trigger, such as: "When I get stuck on my most important priority, I can remind myself why the project is so important and come up with one way I can use my strength to move the project forward." Once you are reenergized, dig in immediately!

Some people prefer to create a Happy Habit centered on handling interruptions. If you're someone who generally becomes a bit frustrated when an interruption pops up, then consider this mini-energizer your perfect

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solution. We can learn to embrace interruptions and treat them with kindness and discernment. For example, you can use the following statement as your trigger and mini-energizer: “When someone interrupts my work on my most important priority, I will devote one full minute to understanding his or her need or desire, determine whether or not it is urgent, and set expectations about when I can respond.” Taking this logical approach to interruptions allows you to thwart unfriendly emotions—such as frustration or impatience—and identify with the interrupter in a way that’s advantageous for you both.

MINI-ENERGIZER 19: REWARD YOURSELF FOR COMPLETING YOUR TOP PRIORITY



Celebrate what you've accomplished, but raise the bar a little higher each time you succeed.

– Mia Hamm –

It takes a great deal of willpower to put first things first and make significant progress on something that's really important. In many cases, it requires both concentration and rigorous discipline. So it's a good idea to take a quick, one-minute timeout to reward yourself for completing your most important work priority (or, if it's a major project, conquering at least one facet of the priority). Your trigger and habit can be structured like this: "When I complete my number-one most important priority today, I will do something I really enjoy doing for a full minute."

Note: Try to come up with quick mini-rewards that are meaningful to you and don't involve unhealthy eating. It may sound strange, but I really like looking up my horoscope. It's quick, easy, and something that I enjoy. Ask

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yourself what type of reward would work best for you, and then go ahead and have a full minute of fun!

Just remember to choose a reward that you can limit for one minute. If your reward is to visit a website that you know you'd take more than one minute on, it might be best to save that for another time. For instance, checking Twitter or Facebook updates could wind up sucking you in—before you know it, you're clicking on shared links and reading a thread of comments, and seven minutes have somehow vanished from your day! Keep it to one minute and save any time-consuming distractions for your lunch break or another time when you won't be wasting valuable work time. One minute is just enough to have a mini-escape and recharge. Keep in mind that your habit doesn't have to include the computer or any form of technology at all! You could go for a brief walk down the hallway and turn around once your watch hits thirty seconds, or you could even stand at your desk and do some gentle stretches. Find what works for you.

MINI-ENERGIZER 20: BATCH PROCESSING

Happiness lies in the joy of achievement and the thrill of the creative effort.

—Franklin D. Roosevelt—



More and more people have been raving about the value of “batch processing” recently. Author and entrepreneur Ryan Jenkins defines this revolutionary tactic as a workflow technique by which you dedicate blocks of time to conquer similar tasks for enhanced focus and productivity.²⁹ For example, you might batch process your emails by dedicating thirty minutes of your morning to reading and responding to them, then dedicate another thirty minutes to email in the afternoon. You can apply this same technique to other activities as well, such as scheduling back-to-back phone calls, scheduling meetings all on the same day, and so forth.

In my personal experience, I’ve found that batching lower-priority tasks, such as responding to emails, really helps me to become more productive and feel more balanced

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and accomplished. Try this trigger to start your batching routine: When you've completed your most important priority (or after you have rewarded yourself for working on or completing said priority), then commit to handling your email and/or other social media communications. Ideally, you should set aside about ten minutes to do this (while Jenkins recommends thirty minutes, I think that adopting Fogg's method and easing yourself into new habits slowly is easier for developing long-term habits), and use your trigger and mini-energizer to manage these lower-priority tasks to fit into a timeframe that supports your overall productivity.

SUMMARY

- The focus of Week 4 is to achieve your most important priority in the morning.
- Week 4 has 5 mini-energizers + triggers including:

Mini-Energizer 16: Prepare for Your #1 Project

Trigger: After you decide what your #1 priority is

Mini-Energizer: Get out everything you need to accomplish your task.

Mini-Energizer 17: Start Your #1 Priority

Trigger: When you have everything organized

Mini-Energizer: Start working immediately on your #1 priority.

Mini-Energizer 18: Cultivate Flow and Handle Interruptions

Trigger: When you get stuck or interrupted

Mini-Energizer: Remind yourself what is most important and handle interruptions or distractions with discernment.

Mini-Energizer 19: Reward Yourself for Completing Your Top Priority

Trigger: After you complete your #1 priority

Mini-Energizer: Celebrate by doing something you really enjoy for one minute.

Mini-Energizer 20: Batch Processing

Trigger: After you reward yourself for completing your top priority

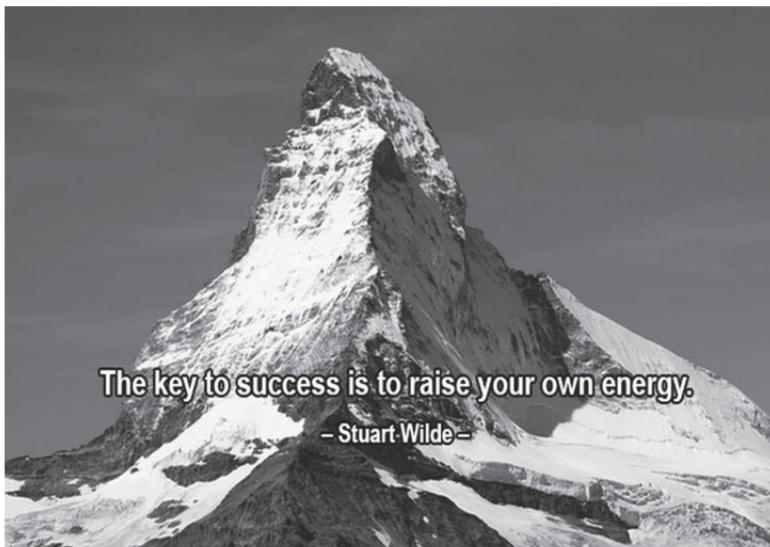
Mini-Energizer: Batch-process your email and social media.

- Select three mini-energizers and register at tinyhabits.com for Week 4.

CHAPTER 10

WEEK 5

Happy Habits to Savor Lunch and Motivate Your Mid-Day



The key to success is to raise your own energy.

— Stuart Wilde —

The middle of the day—whether it's your lunchtime or simply a mid-day break—is an important part of your work routine. It allows you to take a breather and recharge to begin to transition into a productive afternoon. This is true for career changers, job seekers, and those who are currently employed. It's especially important for job seekers at home to remember to take a break. It can be easy to get consumed in the job hunting process, leading you to forget to step away from the computer for a while. Yet in order to maintain your quality of work and avoid getting burnt out with the job search (or any other form of work,

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for that matter), you must allow yourself that time to regain your energy and maintain balance.

To embark on your Happy Habits journey for Week 5, you'll continue with the mini-energizers you selected from Week 1 (welcoming the day) and Week 2 (morning routine) so that you can turn them into Happy Habits by the end of the eight-week program. Again, this will allow you to develop a concrete positive trajectory before you start your day.

There are five Happy Habits to choose from for Week 5. After you've read through them all, pick one and commit to doing it (along with the other two habits you've been working on). The formula, once again, is: 3 habits x 1 minute each = 3 minutes a day + 1 additional minute for tracking your success for a total of 4 minutes per day to create your Happy Habits. Remember to go to tinyhabits.com to ensure accountability.

MINI-ENERGIZER 21: LUNCH WITH HAPPY PEOPLE

Surround yourself with happy people whenever you can.



What's one of the biggest secrets to staying happy? The answer lies in surrounding yourself with others who are also happy. Researchers from the Framingham Heart Study found that individuals who surround themselves with happy people are more likely to become happy in the future.³⁰

Keep this in mind when you choose your lunchtime companions. Not only does it increase your odds of being happier during your lunchtime, it also gives you something to look forward to earlier in the day. You could even schedule your lunch before you begin your workday. For example, sometimes when I'm driving to work (trigger), I'll call a friend who is fun and uplifting to see if we can schedule lunch together.

HAPPY HABITS

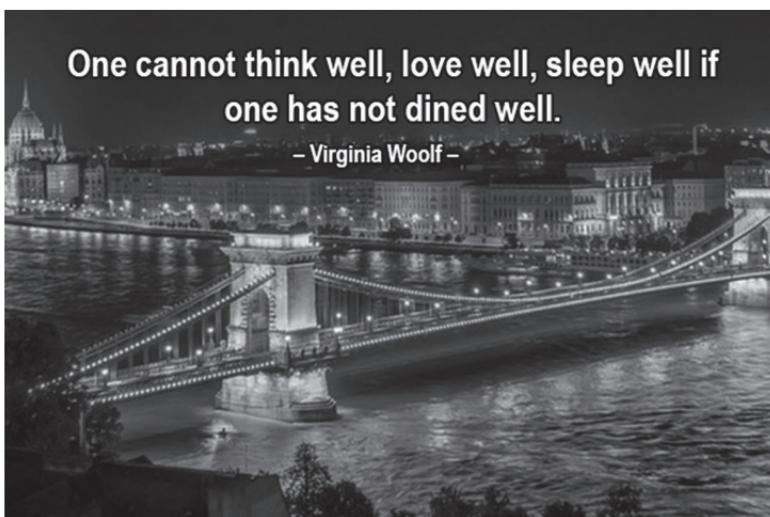
Social connectivity is an important part of the day. Also, when you think of it as not only boosting your own personal happiness, but also likely raising the spirits of your lunch pal, it gives you even more of a reason to break out of your routine and share lunch with another person. Resist the urge to eat lunch at your desk, and instead ask a work friend if he or she would like to join you. It can be a refreshing way to break up the workday, even if you're used to taking lunch alone. On many occasions, happiness is a byproduct of trying new things and switching up your routine. Even if you're the type who values routine, you may find that having the courage to make positive changes will propel you into a happier state.

For job seekers who currently don't have access to work friends for lunch, this certainly doesn't mean that you always have to spend your mid-day breaks alone. In fact, this might be a great time to try to catch up with someone who might present a networking opportunity for you. See if you can arrange to meet up with a mentor or someone whose brain you'd like to pick, and, if necessary, make the effort to go out of your way to meet with them. Encourage feedback and see if they have any advice to offer about the field that you're hoping to enter.

MINI-ENERGIZER 22: HEALTHY LUNCH

One cannot think well, love well, sleep well if one has not dined well.

— Virginia Woolf —



Marci Shimoff, author of *Happy for No Reason*, says, “Being happy is not just a state of mind—it’s also a state of the body. In fact, our bodies are actually designed to support our happiness.”³¹

One optimal way to encourage a happy mind is eating healthy food and drinking plenty of water. While healthy foods nourish the body with the nutrients it needs to stay healthy, adequate amounts of water help to flush toxins. Thus, eating healthfully and drinking water creates a two-pronged approach to maximizing your health.

If you haven’t been taking care of yourself, then this mini-energizer is ideal for you. It will help you to develop a Happy Habit related to your lunch. Your Happy Habit can be focused on drinking more water, making healthier

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choices when you eat out for lunch, or both. If this is a challenge area for you, I recommend starting with drinking sixteen ounces of water *before* you eat lunch. Once you've accomplished the water routine, you can then consider implementing fresh foods into your lunch. Try to select foods that don't have any hidden sugars or high glycemic indexes—such components will set you up for a sluggish afternoon, which is something you definitely don't want when you're aiming for happiness and high levels of productivity!

I must confess that I used to drink Coca-Cola every day for lunch. I reasoned that I needed the energy to help me get through my hectic day, especially since I'm not a coffee drinker. Yet always, without fail, I experienced an afternoon energy crash as soon as the sugar, along with the rest of my unhealthy lunch, was absorbed into my system. As a result, I learned to give myself fuel in order to get through the entire afternoon and stay satiated until dinnertime.

If the dilemma I've described above sounds familiar to you, do yourself a favor and create a lunchtime Happy Habit. Select an appropriate trigger to set yourself up for more afternoon energy and greater levels of success at work. After all, food's true purpose is to energize us, but many individuals make lunchtime choices that leave them feeling sluggish and lethargic throughout the remainder of the day. Use lunchtime to your advantage, and select foods that give you a boost to conquer all of your daily

responsibilities. If you're not the healthiest eater, allow yourself to gradually ease into the process, and remember to drink a full glass of water—ideally before you eat. You may find that packing your lunch is easier to achieve a healthier habit, or that you have to avoid certain restaurants that have only limited healthy choices. Experiment with foods that are both healthy and satisfying, and be open to trying new things. You may find that you actually enjoy salmon, chicken breast, egg whites, kale, or other healthy foods that you previously didn't like. Try new spices, herbs, and combinations to find what works best for you, and enjoy your new, healthy energy sources.

MINI-ENERGIZER 23: MID-DAY MUSIC BOOST

Music gives wings to the imagination and life to everything.



Music is a quick and powerful way to shift your mood—and people's moods tend to match the mood of the music they listen to. So if you want to be happy, you need to listen to happy music. I used to only listen to music when I was at home, but I discovered that a great time to have a quick, happy music injection is right after lunch. With Pandora and other free or low-cost Internet radio stations, it's easier than ever to pick music channels that you find uplifting, and have them set to go on all of your devices.

When you return from lunch (trigger), listen to uplifting music for one minute before starting work again. Ideally, this uplifting energy will carry you into your second-highest priority work or job search project for the day.

MINI-ENERGIZER 24: GO OUTSIDE

Nature is fuel for the soul. Often when we feel depleted we reach for a cup of coffee, but research suggests a better way to get energized is to connect with nature.

— Richard Ryan —



Fresh air and sunshine can promote a sense of vitality. Richard Ryan, Ph.D., says that “Nature is for the soul. Often when we feel depleted we reach for a cup of coffee, but research suggests a better way to get energized is to connect with nature.”³²

In my personal experience, I’ve found that if I can get outside for a quick breath of fresh air, and even a short walk, I feel much happier and more balanced. I’ve also found that when I take a break from work, I often come up with creative or inspired ideas for a work project. Oftentimes, I’m so excited about the idea that I race back to my office to make my idea a reality.

One way to make this nature-break work to your advantage is to simply go outside after lunch (if you didn’t

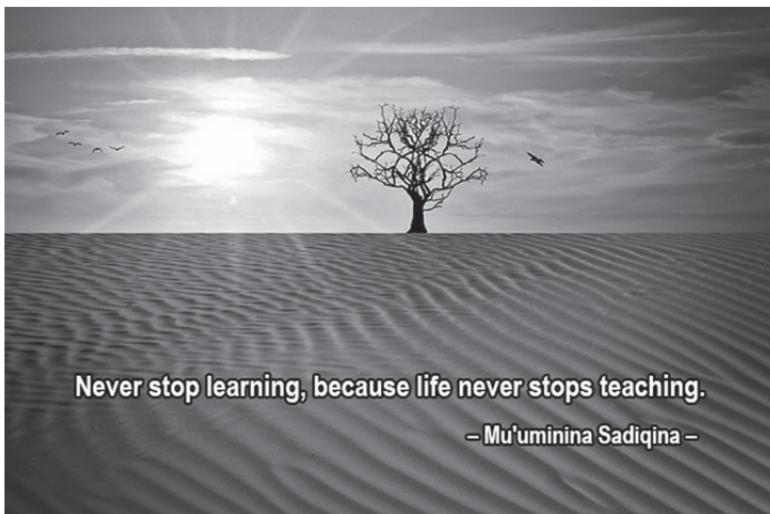
HAPPY HABITS

already dine outside). Or, if you're on your break and are already out, allow yourself just one extra minute to take in the outdoors and get some fresh air before returning to your office building. If you stayed inside for lunch, simply walk outside for a minute and take a mental break in the outdoors.

Or, if you prefer, you can also go outside with someone whose company you enjoy. That way, you'll combine the acts of surrounding yourself with other happy people and connecting with nature at the same time.

If you don't normally get outdoors during the workday, you'll be surprised to find just how great an effect taking a quick step outside can have. Most likely, you'll feel refreshed and invigorated, finding a new sense of peace and focus to get through the remainder of the day.

MINI ENERGIZER 25: LEARNING SOMETHING NEW



Never stop learning, because life never stops teaching.

— Mu'uminina Sadiqina —

Learning something new can make you feel more confident and happy. It can also help you adapt easier to a new situation and give you a range of perspectives to consider when facing difficulties. The act of learning broadens your character. If you've ever heard the phrase that you should "never stop learning," it probably came from a happy person who knows that one of the greatest tools for leading a happy life is the endless pursuit of learning more—because, after all, there's always more to be learned!

Of course, this applies to life in general, but it is particularly true for your career as well. The more you know about your job, the people in your company, and the overarching goals and mission statement of your organization, the more likely you are to continue to succeed in your position (and, as a result, the happier you'll be).

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Likewise, if you're looking for a job or want to change careers, staying informed and continuously researching the trends in the industry can help you interview better and leave you more prepared for taking on a new position.

Whatever your current situation, learning something new can give you new creative ideas, and it can also give you something to discuss with others. Successful (and happy) people such as Richard Branson commit to learning something new every day. But Branson takes it one step further and turns it into a learning *process*. He shares what he has learned on his social media channels and asks for feedback. That way, he's able to validate the usefulness of his learnings so that he can take his understanding to a whole new level. In some cases, it pays dividends when he sees patterns and is able to start new business ventures based on his findings.

To inject some creative energy into your day by learning something new, choose your trigger (for example, when you return to your desk after lunch). Then, select your Happy Habit—such as completing a Web search to learn something new (consider bookmarking <https://medium.com/life-learning/the-37-best-websites-to-learn-something-new-895e2cb0cad4>, for starters) to explore something new about which you've been curious.

SUMMARY

- The focus of Week 5 is to savor lunch and motivate your mid-day.
- Week 5 has five mini-energizers + triggers including:

Mini-Energizer 21: Lunch with Happy People

Trigger: When you plan your day

Mini-Energizer: Invite a friend who is fun and uplifting to be around to lunch.

Mini-Energizer 22: Healthy Lunch

Trigger: Before you order lunch

Mini-Energizer: Choose whole foods that will give your body steady fuel for the afternoon at work.

Mini-Energizer 23: Go Outside

Trigger: When you feel like getting a coffee in the afternoon

Mini-Energizer: Go outside and get some fresh air instead.

Mini-Energizer 24: Mid-Day Music Boost

Trigger: When you return to your office from lunch

Mini-Energizer: Listen to some uplifting music for one minute before diving into your afternoon work.

Mini-Energizer 25: Learn Something New

Trigger: When you come back to your computer

Mini-Energizer: Look up something online that you have been curious about or just learn something new for one minute.

- Select three mini-energizers and register at tinyhabits.com for week 5.

CHAPTER 11

WEEK 6

Happy Habits to Animate Your Afternoon

The afternoon is the heart of the day. It is an ideal time to complete our essential task and go ahead in life.



To avoid falling into the afternoon slump, you'll need to find a healthy way to boost your productivity and energy levels in a positive way. The afternoon is a time when many people feel a lull in their energy. This also pertains to job seekers and career changers, who need to power through the afternoon and keep up their energy and discipline to continue the search and pursuit of finding a new job even after the hustle and bustle of the morning has worn off.

It can feel tempting to just ride out the day until it's time to go home, especially if you've already put in a

HAPPY HABITS

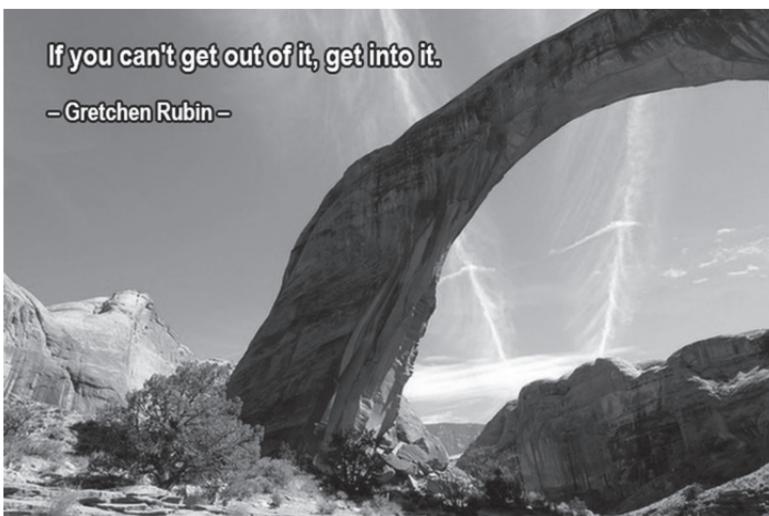
super-productive morning. Yet your time is valuable, and conquering as much as you can at work or in your job search will make it less likely for you to face a pile of built-up responsibilities later on. Use your valuable afternoon time to face your challenges with a sense of focus, and you'll be amazed at what you can achieve.

The Happy Habits in this chapter will help you stay focused, organized, and productive after your mid-day break, all the way through until the end of your day. There are five Happy Habits to choose from for Week 6. To begin, you'll continue with the mini-energizers you selected from Week 1 (welcoming the day) and Week 2 (morning routine) so that you can turn them into Happy Habits by the end of the eight-week program. By maintaining habits from earlier weeks, you can ensure a positive and happy morning experience. Then, after reading through all five of the Week 6 options, pick one and combine it with the other two for your Happy Habits formula (3 habits x 1 minute each = 3 minutes a day, + 1 more minute for tracking your success = 4 minutes per day). Don't forget to register for Week 6 by visiting tinyhabits.com.

MINI-ENERGIZER 26: CHOOSE TO DO YOUR BEST

If you can't get out of it, get into it.

—Gretchen Rubin—



Sometimes, it can be difficult to dive right into a project directly after lunch. So, the time following your lunch-break is the perfect opportunity for creating a Happy Habit based on proven happiness practices, such as learned optimism and doing your best.

Martin Seligman, the author of *Flourish* and the father of Positive Psychology and Happiness, conducted research that shows happy people know how to bounce back when confronted with a setback. The setback might be a slump in productivity and/or focus directly following lunch. Happy people perceive this setback as a temporary challenge, and instead of balking at it, they try harder to overcome it.³³ In fact, they use a positive form of “learned optimism” to arm themselves with a happy mindset, which also helps them to achieve more.

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Another approach to getting over the post-lunch hurdle is to decide to do your project to the best of your ability. In her book *The Happiness Project*, Gretchen Rubin states that “enthusiasm is more important to mastery than innate ability.” In other words, your positive attitude will pay off more than ability alone in propelling you forward with a project. And if you cannot create any enthusiasm, Rubin suggests trying your best anyhow. Specifically, she says, “If you can’t get out of it, get into it.”³⁴ Sage advice, especially considering that if you’ve no choice but to complete the work at hand, you might as well do it without complaint!

To embrace this afternoon productivity habit, try this after lunch: When you return to your desk, pick your second-most important task for the day (if you’ve already tackled the first one through a previous Happy Habit for the day) and decide to do it with enthusiasm and to the best of your ability. Imagine how good you’ll feel when it is done, especially since you’ll know you’ve done your very best.

MINI-ENERGIZER 27: CENTER BEFORE PHONE CALLS

Flow with whatever may happen. Stay centered by accepting whatever you are doing. This is the ultimate.

—Zhuangzi—



Getting a phone call while you're in the midst of a project can be irritating, especially if you've been concentrating deeply and the call is going to interrupt your flow. However, I've found that it's more helpful to think of phone calls or disruptions as the Universe's attempt to get my attention.

With this expansive mindset, you'll embrace the curiosity of what could be happening that demands your attention. Who's calling, and what's going on? By looking at the "interruption" as an opportunity to gain knowledge, you'll have a valid argument for taking a temporary break from your project. Besides, you can also use the phone call (or similar form of interruption) as a way to re-balance yourself and find your center.

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Personally, I spend far too much of my workday in my head; thus, I've come to view phone calls as an advantage. They act as a reminder to breathe and center my energy again in my body. Also, the temporary break provides an opportunity to connect deeply with others and balance that out with the amount of time I'm spending by myself. If you're like me and tend to spend too much time in an introverted state throughout the workday, use this mini-energizer to help reset your mindset about phone calls and other types of interruptions from people when you are working. Embrace the opportunity to re-center, re-connect, and re-balance yourself.

An obvious trigger for this Happy Habit is when the phone rings. When you hear it ringing, take a moment to pause and inhale, and then smile before answering. Allow it to go until the third ring so that you have a moment to collect yourself. You'll be more centered before you pick up, and you'll also get a better start to your conversation. As a result, you'll be more likely to have a positive conversation with your caller, and you'll feel happy—instead of frustrated—about getting the chance to break away from your work for a moment to have a beneficial interaction.

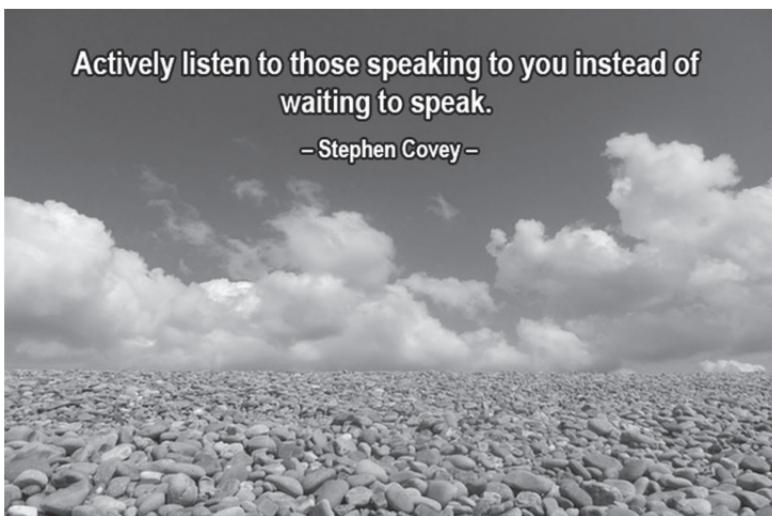
When you're on the phone, be sure to focus your attention on your caller. Resist the urge to continue working on your project. Doing so would be counterproductive both for the purpose of your phone call and your work at hand, because you wouldn't be able to give your full attention to

both simultaneously. Instead, stay present and actually listen to what is being said. Don't just automatically imagine what you're going to say in return. Breathing, smiling, and deeply connecting with others are all proven contributors to increasing your levels of happiness.

MINI-ENERGIZER 28: MINDFUL MEETINGS

Actively listen to those speaking to you instead of waiting to speak.

—Stephen Covey—



For many of us, meetings—whether in-person or virtual—are a standard part of the workday. Meetings present an opportunity for us to increase our happiness, especially when we manage our meetings mindfully. Don’t let meetings become a dreaded part of your workday (or job search); instead, embrace these chances for boosting your happiness.

Research from the University of Chicago’s Center for Cognitive and Social Neuroscience shows that in-person connections can increase a person’s well-being.³⁵ So if you do have a choice about whether you can meet in person versus remotely, definitely opt for the in-person experience to establish a better, more positive connection. As humans, we crave social interaction and have a basic need to be noticed by others. This need plays a role in

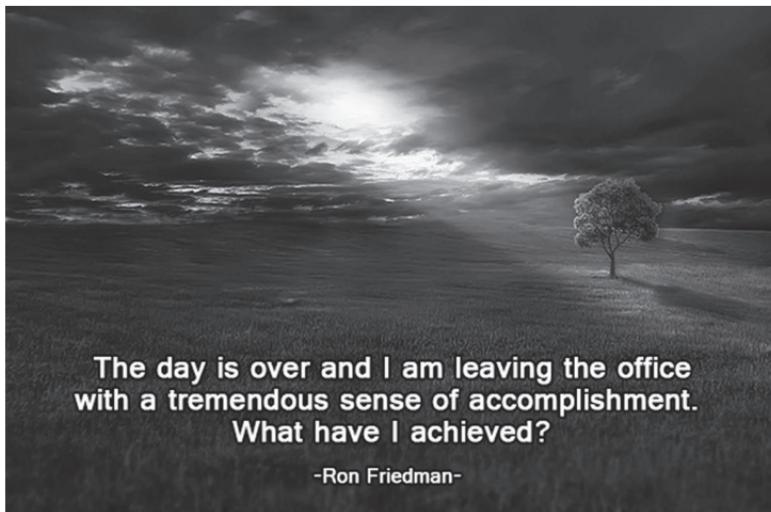
dictating how happy we are, and without some sort of in-person connectivity, we can quickly feel isolated and lonely. Combat those feelings—and raise your level of happiness—by agreeing to meet in person whenever the opportunity presents itself.

Meetings also present a great opportunity for practicing mindful listening. Good listening is a skill that strengthens relationships and leads to both parties feeling more satisfied. Whenever you notice yourself tuning out, or anxiously awaiting for your turn to speak, pause, and give yourself a moment to reflect on what the speaker is actually saying. Impaired communication is largely responsible for many issues that occur both inside the workplace and out, and the easiest way to develop better communication skills is to refine your listening abilities.

Try this Happy Habit and trigger to partake in more mindful meetings: When you go to a meeting, decide that your gift to everyone in the meeting will be listening intently to what they have to say. When you listen mindfully, you are 100% focused on understanding the other person's point of view. You are fully present, and you can ask clarifying questions to understand fully before responding

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MINI-ENERGIZER 29: END-OF-WORKDAY ORGANIZATION



**The day is over and I am leaving the office
with a tremendous sense of accomplishment.
What have I achieved?**

-Ron Friedman-

Regardless of whether you are ultra-neat and enjoy having plans and organization, having a clean desk and a quick game plan for the next day prior to leaving work can increase your sense of accomplishment and make you feel more confident and happy. Even if you prefer to operate in a “controlled chaos” sort of environment, you may find that initiating a habit that leads to better organization will, in time, make it easier for you to focus on your next day’s priorities when you know exactly where everything is.

To embrace this Happy Habit, try this: Before you leave your office (and especially if you’re working from home or completing your job search from home), review what you accomplished for the day. Then, write a quick list of your top priorities for the next workday. Next, quickly organize and file your paperwork so that you have the satisfaction

of seeing a clean desk upon departing. This is a nice way to have a little peace of mind as you wrap up your workday.

For over two thousand years, Feng Shui (the art of placement) has shown that our environment can have a tremendous impact on us. Since our subconscious mind takes its clues from images and symbols that surround us, the sight of clutter can leave us feeling overwhelmed—even if we don't consciously make the connection. If you feel overwhelmed every day and it could be attributed to a cluttered workspace, try embracing this Happy Habit.

MINI-ENERGIZER 30: GIVE

Happiness doesn't result from what we get,
but from what we give.

—Ben Carson—



The long-term research project, Americans Changing Lives, found that people of all ages who volunteered were happier—and even experienced a greater sense of physical health and less depression—than those who didn't.³⁶

I've found that in many cases, people who are unemployed or looking for a job experience feelings of depression. Work often given gives people a sense of purpose, and the loss of one's job can sometimes rob people of that connectedness to something that matters. The single best cure to protect against this feeling is volunteerism.

Volunteering to help others who are less fortunate can boost your spirits significantly. People who make it a habit to devote some of their time to giving every day are the happiest.

Based on my personal experience, work issues can compound, making it difficult to get out of the office on time. To maintain a work/life balance and increase your happiness, I recommend that you schedule a volunteer activity that forces you to leave the office on time in order to make it to your volunteering duty on time. Ideally, you should pick a volunteer activity in which you can use your natural talents, and one that you are passionate about so that you can feel uplifted. This feeling will transcend beyond the time you spend doing the volunteer work. You'll look forward to it during your workday, and you'll also think about all the good you've done afterwards.

It's important to select an activity that you can connect with comfortably. For example, I once volunteered to visit terminally ill children at a hospital, and I just couldn't handle the emotional aspects of the work. I realized that I wasn't helping them (or myself) with this volunteer activity. So choose a volunteer activity that works for you. There are endless ways to give back. And if you simply can't find any time in your schedule to give, then give what you can financially. Research has found that spending money on other people has a more direct impact on happiness than spending money on yourself.³⁷

Try this quick, one-minute Happy Habit for giving back: Before you leave work, decide how you want to give back today—whether that's sending someone a check, calling a person who needs cheering up, volunteering

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somewhere after work, or sending healing prayers to everyone everywhere.

SUMMARY

- The focus of Week 6 is to animate your afternoon when energy may dip.
- Week 6 has five mini-energizers + triggers including:

Mini-Energizer 26: Choose to Do Your Best

Trigger: After lunch

Mini-Energizer: Select your next priority task and decide to do it with enthusiasm and give it your best shot.

Mini-Energizer 27: Centering Before Phone Calls

Trigger: When the phone rings

Mini-Energizer: Pause, breathe/center, and smile before picking it up on the third ring.

Mini-Energizer 28: Mindful Meetings

Trigger: When you go to a meeting

Mini-Energizer: Decide to listen as a gift to everyone in the meeting.

Mini-Energizer 29: End of Workday Organizing

Trigger: Before you leave the office

Mini-Energizer: Clean your desk and organize your files.

Mini-Energizer 30: Give

Trigger: Before you leave work

Mini-Energizer: Decide how you want to give back today and do it, if it is something quick like sending a check or saying a healing prayer.

- Select three mini-energizers and register at tinyhabits.com for week 6.

CHAPTER 12

WEEK 7

Happy Habits to Balance and Nourish Yourself After Work



It's all about quality of life and finding a happy balance between work and friends and family.

— Philip Green —

You made it through the workday—now it's time to focus on balancing and nourishing yourself. This holds true for job seekers and career changers as well. These individuals, especially, need to maintain strong family and/or personal relationships to assist them in navigating their transition.

This chapter deals not only with nourishing your spirit and your body, but also nourishing the relationships that matter most to you. Your time spent at home should be dedicated to recharging between work shifts in whichever way is most beneficial to your life. We'll go over the

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five options for Week 7 shortly, but first, let's review the Happy Habits formula for this week.

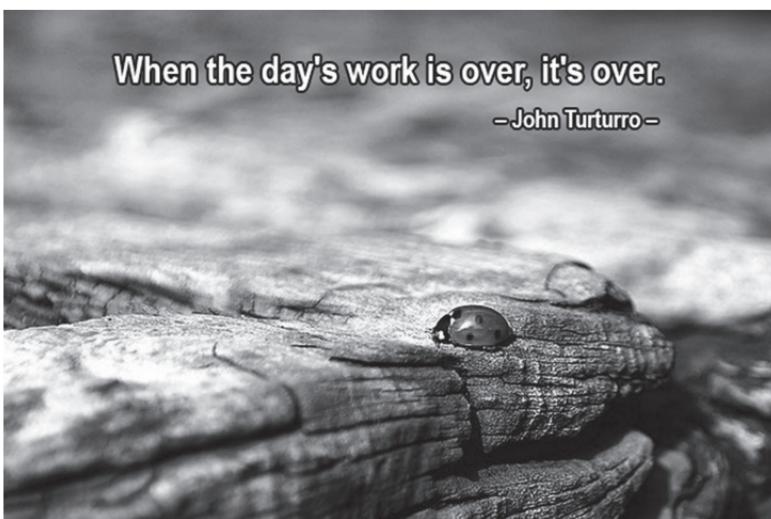
You'll continue with the mini-energizers you selected from Week 1 (welcoming the day) and Week 2 (morning routine) that you'd like to carry over, transforming them into long-term Happy Habits. That way, you can maintain your positive frame of mind to begin the day before your job search or workday.

After you've read through all five of the mini-energizer options for Week 7, select one and commit to doing all three mini-energizers based on the Happy Habits formula (3 habits x 1 minute each = 3 minutes a day + 1 minute for tracking for a total of 4 minutes per day). Visit tinyhabits.com to enter in your tasks for Week 7.

MINI-ENERGIZER 31: TRANSITION POINT

When the day's work is over, it's over.

—John Turturro—



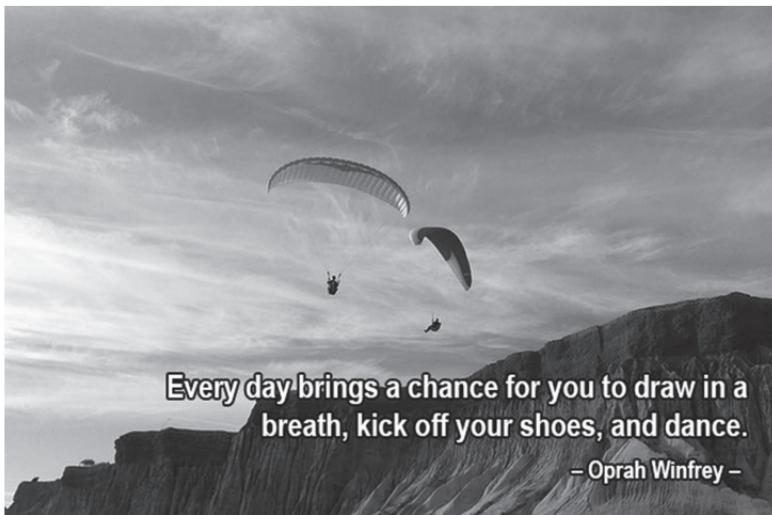
When I worked in Silicon Valley and commuted every day, I found that I needed a way to mentally “turn off” my mind from work before arriving home. There was a billboard right beside Oracle Corporation (an iconic visual landmark on my drive home) that I spotted every day right before my exit off of Highway 101. When I saw that sign (my trigger), I would make the effort to consciously stop thinking about work, and instead shift my mind toward my evening ahead.

I know many people struggle with achieving a work/life balance, so try this Happy Habit if this issue plagues you on a daily basis. You may just need an “official” transition point to leave work behind each day. If you are between jobs or working from home, you can still create this Happy Habit—just pick an appropriate trigger to leave your

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work in your home office at the end of the day. It helps if you've already established your working hours and can resist the urge to check messages all night long. Remember, your home time should be yours to recharge, unless you have a job that requires you to be constantly on call. So, if possible, try to avoid keeping your electronic devices in front of you all the time when you are home. When it's out of sight, it may help to keep it out of mind as well.

MINI-ENERGIZER 32: INJECT SOME FUN



Every day brings a chance for you to draw in a breath, kick off your shoes, and dance.

— Oprah Winfrey —

Since many of us spend a lot of time using our minds throughout the day (even if you're looking for a job, the search can still leave you mentally drained by the end of the day), it helps to balance yourself with some mindless fun to kick off your evening at home. Inject some fun by increasing happiness in one of the following proven ways: take some time to laugh with others, sing, dance, listen to your favorite music, go outside, or even consider using color to enhance your mood. Author Gretchen Rubin reminds us that "fun is energizing."³⁸ It couldn't be truer—think of children and the unlimited energy reserves they seem to have when they're engaged in a fun activity. You don't have to be a young child to inject some fun into your own life!

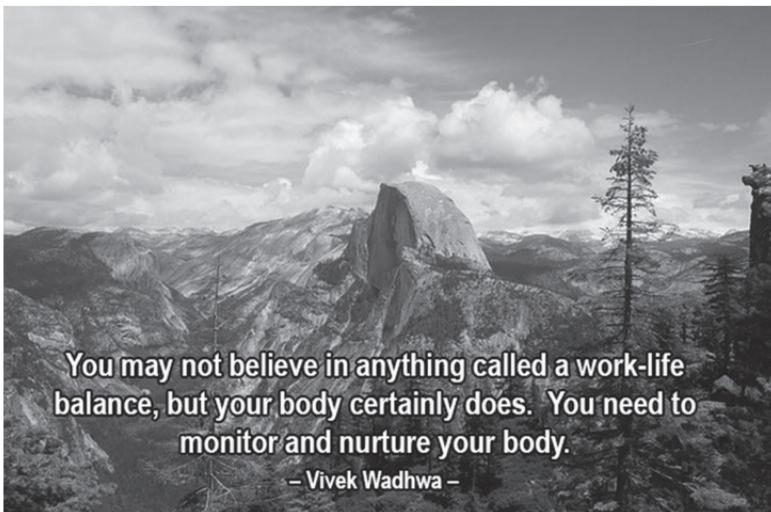
To incorporate fun into your early evening, try this: When

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you come home or leave your home office, do something to signal to yourself that it is now officially “fun” time. You could dance or sing for one minute to some upbeat music. You could change out of your “work” clothes—even if you’ve been working from home or spending time on your job search and you just need to change out of your sweats—to wear something that better reflects your personal style. Wear something comfortable, or decide to dress up for dinner even if you’re eating at home. Do something that speaks to you in that moment and allows you to have a moment of happiness—you could even just decide that you are celebrating life tonight.

Before long, you’ll begin to see that it doesn’t take much—a minute here or there, dancing to a new song, singing to an old favorite—to boost your mood. And the effect is far-reaching: it extends beyond the one-minute burst of fun and transcends into the rest of your evening. Better yet, your mood may actually rub off on those with whom you live. Good moods are often contagious, so take that moment for yourself and relish it, and understand that you’re doing good for others as well, simply by being the happiest, most positive version of yourself that you can be.

MINI-ENERGIZER 33: DINNER NOURISHMENT



You may not believe in anything called a work-life balance, but your body certainly does. You need to monitor and nurture your body.

— Vivek Wadhwa —

Growing up, I personally felt that dinner was the best part of the entire day. I was lucky to have a family that would eat together and discuss daily events. Over dinner, my parents and brother would talk about what happened during their day. It was always a wonderful family time, and I truly felt happy because of it. When I went to Georgetown, my roommates and friends missed not having dinner with their families. So we decided to meet at the cafeteria at a certain time and eat dinner together. It made all of us so much happier during our freshman year. You, too, can approach dinner with the attitude that it's the best time to nourish your body while simultaneously nourishing the relationships with the key people in your life who you live with or near.

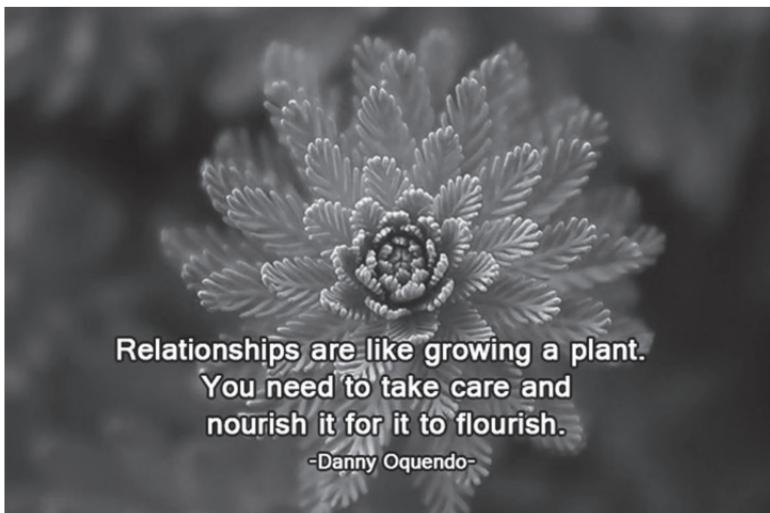
For a Happy Habit built on dinnertime, decide what it is that you'd like to change about your dinner routine.

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Do you want to eat healthier? Perhaps you want to spend more quality time with your loved ones. Or do you just want to achieve better wellness by eating with awareness (Zen eating), and be grateful for your meal? Craft your own unique Happy Habit around one of these ideas. Also, keep in mind that it is healthiest to eat earlier in the evening, so that you have time to digest your food completely before bedtime.

The importance of dinnertime is often overlooked. If you're fortunate enough to have the opportunity to share it with your loved ones and indulge in a meal that both tastes good and is good for your body, then take advantage of it. Having a wholesome dinner that nourishes your mind, body, and soul is one highly effective way to boost happiness.

MINI-ENERGIZER 34: NOURISH YOUR KEY RELATIONSHIPS



**Relationships are like growing a plant.
You need to take care and
nourish it for it to flourish.**

-Danny Oquendo-

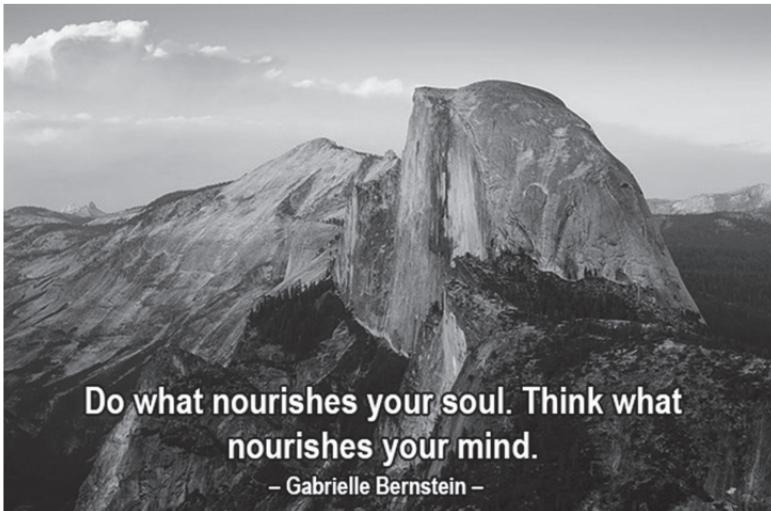
Even if you were able to spend time with your loved ones over dinner, you may still want to spend additional high-quality time with one or more people after dinner. If that's the case, then feel free to set up a Happy Habit dedicated to spending more cherished time with your loved ones. What do your loved ones enjoy doing? What about you—what are your favorite ways to pass the time? Are you able to find something that you all enjoy doing?

My husband and I both love to walk in nature. When the weather supports it, we enjoy taking walks on the nature paths near our home and using that opportunity to talk and connect with one another. Bonding over a shared experience that both you and your loved ones enjoy is a great way to feel connected, and it will make both of you happy.

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Pick a trigger and select an activity that you can do with your loved one(s). Use your one minute mini-energizer as the starter to your activity. For instance, your trigger might be after you've finished doing the dishes for dinner-time. You could then take your walk, or do whatever it is that you enjoy doing to connect with your family. If you have children and they enjoy sports, you could always consider playing a nice game outdoors (again, if the weather permits it). Even just sitting outdoors if you have a patio might be a nice way to pass the time with others. Board games are another great activity that you might want to consider implementing, especially in a family setting, but any method that allows you to make meaningful connections with the people in your life that you love can be beneficial.

MINI-ENERGIZER 35: NOURISH YOUR SOUL



**Do what nourishes your soul. Think what
nourishes your mind.**

— Gabrielle Bernstein —

Happy people often find some way to spend even just a brief amount of time by themselves each day.³⁹ This is a great time to recharge, and it's especially critical to anyone who's an introvert. A little solitude each day—which is different, of course, from isolation and loneliness—can give you time to think deeply, increase productivity and concentration, and allow you to unwind thoroughly. It can also aid you in working through problems and improve the quality of your relationships. That's because when you spend alone time, you get a better understanding of yourself and what you desire, thereby making it easier to identify how to make good decisions in your relationships and how you can continue to be of value to your loved ones.

I've personally found that it's important to spend your alone time doing something that you truly enjoy. It

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doesn't really count as alone time if you're checking emails or responding to text messages—this should be a time for you to truly disconnect from the outside world to focus on yourself. Whether it's taking the time to exercise, do your favorite hobby like writing or playing an instrument, reading a book, or anything that you enjoy doing in solitude, make a little time for yourself each day to dedicate to solitude. It also helps if your family members know about your alone time so that they can support it and try to avoid distracting you, if only for a little while.

To nourish your soul with solitude, try this: set a trigger—it could be a specific time, such as 9 pm (or whatever works for you), or an event, like when the kids go to bed. Make the trigger work so that it fits into your family routine. Nighttime makes sense because this is when your daily priorities are winding down, and your family commitments are likely all taken care of for the day. Then spend your one-minute mini-energizer on embarking on your alone time. You can write a journal about your day, read spiritual literature, or do any activity that you please.

SUMMARY

- The focus of Week 7 is to balance and nourish yourself after work.
- Week 7 has 5 mini-energizers + triggers including:

Mini-Energizer 31: Transition Point

Trigger: Seeing the visual landmark you have set for yourself

Mini-Energizer: Officially stop thinking about work and start thinking about the evening ahead.

Mini-Energizer 32: Inject Some Fun

Trigger: When you come home

Mini-Energizer: Do something fun (e.g., dance, sing, change into colorful clothes that express your joy for life).

Mini-Energizer 33: Dinner Nourishment

Trigger: Before dining

Mini-Energizer: Decide how you want to make your dinner a more nourishing meal time (e.g., asking your loved ones about their day).

Mini-Energizer 34: Nourish Your Key Relationships

Trigger: After dinner

Mini-Energizer: Spend quality time with someone you love doing something you both love (e.g., walking outside).

Mini-Energizer 35: Nourish Your Soul

Trigger: At 9 pm or when the kids go to bed

Mini-Energizer: Spend one minute alone nourishing your soul (e.g., journaling).

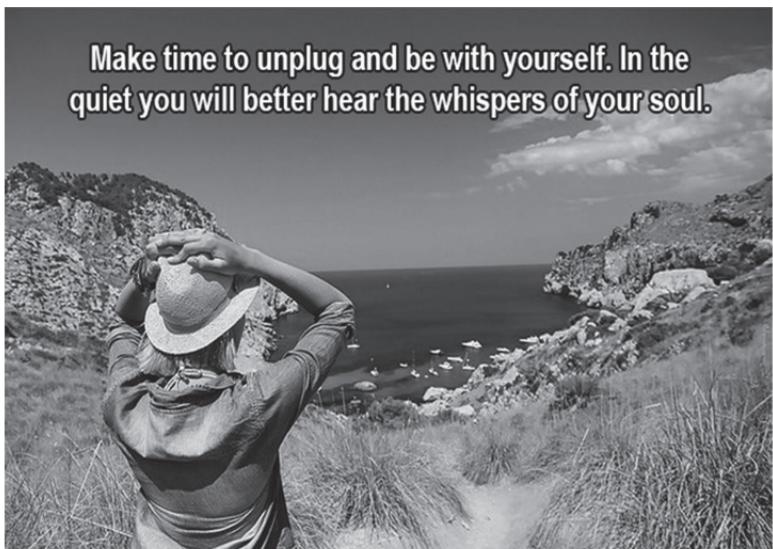
- Select three mini-energizers and register at tinyhabits.com for Week 7.

CHAPTER 13

WEEK 8

Happy Habits to Unplug and Prepare for Sleep

Make time to unplug and be with yourself. In the quiet you will better hear the whispers of your soul.



When you sleep, your body recharges and regains energy throughout the night. In order to continue to be successful in your career, job search, and any other areas of your life, you need to provide your body with ample amounts of restful sleep. Yet, it's difficult to drift off to sleep when your mind is wandering, thinking about all of the things you need to accomplish tomorrow, buzzing about the day's events, or reflecting on things that may be worrying you.

This set of Happy Habits is designed to help you handle those worries so that you can achieve deep, restorative

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sleep. For some, sleep comes easily; for others, it requires a few tweaks. Many of us are unable to always get a night of deep sleep, due to the responsibilities that go through our minds. Think of it this way, though: in order to continue tackling those responsibilities and being the best at your career (and in the other realms of your life), you need to have focus and both physical and mental stamina. Without sleep, none of those are possible.

For your final week of the Happy Habit program, you will have five habits to choose from to unplug and prepare for a good night's sleep. You will carry over two mini-energizers from Week 1 (welcoming the day) and Week 2 (morning routine) that will be transformed into Happy Habits. That way, you'll start off on a positive note. Once you've read through all five of the bedtime mini-energizer options for Week 8, pick the one that stands out most to you and incorporate it into your Happy Habits routine.(Remember: 3 habits x 1 minute each = 3 minutes per day, with the additional 1 minute for tracking your success = a total of 4 minutes.) Track Week 8's habits via tinyhabits.com.

MINI-ENERGIZER 36: GETTING READY FOR TOMORROW

Get ready for tomorrow, today.

– Jvongard –



Most people sleep better when they don't have something pressing on their minds. Thus, it's helpful to set out everything you need to start off the next morning the night before. That way, your mind won't be bogged down with worry about the responsibilities that await you when you wake up.

Preparing for your morning routine might include setting out water for the night, laying out the clothes that you'll wear tomorrow, packing a lunch (for yourself or your children), or even making notes of the things you hope to accomplish tomorrow. The last one, in particular, is very helpful for me. I often find that if I'm tossing and turning throughout the night, it's because my mind is focused on the things I know I have to do. Yet if I write them down and have them all spelled out for me clearly, I find that it

HAPPY HABITS

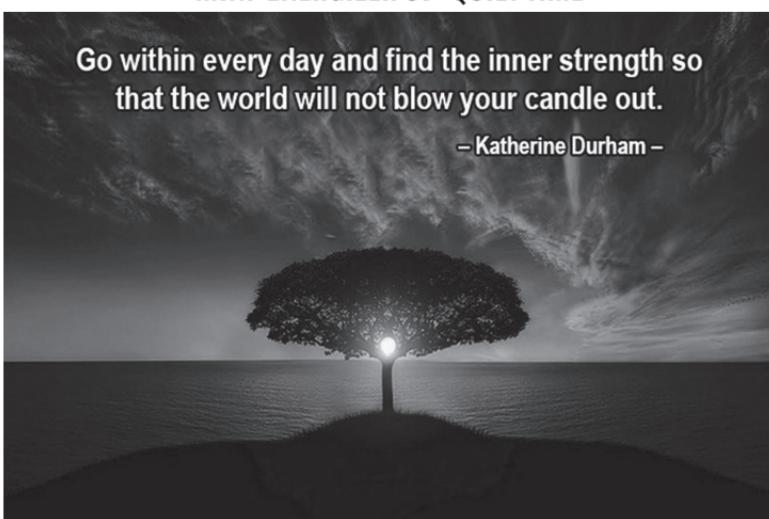
does wonders in freeing my mind so that I can go to sleep.

Pick a trigger for your preparation routine—whether it's when you set the alarm, brushing your teeth before bed, or something else that you do nightly—and use that as an indicator that it's time to focus, for one minute, on getting everything organized for the next morning.

MINI-ENERGIZER 37: QUIET TIME

Go within every day and find the inner strength so that the world will not blow your candle out.

— Katherine Durham —



In her book *Thrive*, Arianna Huffington extolls the virtues of turning off all technological devices thirty minutes before bedtime.⁴⁰ I think this is a fabulous idea. It gives you the chance to literally unplug from the world. I also recommend that you declare your bedroom a “tech-free zone,” if at all possible. To do this, simply leave your phone in another room and turn it off for the night. It’s also a wise idea to keep your bedroom free of televisions, too. That way, you’re less likely to stay up late into the wee hours getting absorbed in television programs, and more likely to focus on what’s more important: sleeping.

Research shows that people sleep better and feel more rested when they go to sleep at the same time every night, and sleep for the same number of hours.⁴¹ You can experiment with this and find out what sleep schedule works best for

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you. For me, bedtime is 11 pm, and I find I'm perfectly well-rested when I wake up in the morning. That being said, I know people who go to bed much earlier, and the method also works for them, as long as they go to sleep at the same time each night.

After you've determined the time at which you want to go to sleep, try to create a Happy Habit of quiet time about thirty minutes before bed using a trigger. This quiet time will enable you to really unplug and start unwinding before bed. It is ideal if you turn down the lights and use your quiet time for a one-minute meditation or reflection.

If you don't already have a meditation practice (or if you're looking to try a new one), consider doing a simplified, one-minute version of the Mindfulness Meditation recommended by Chade-Meng Tan in his book, *Search Inside Yourself*. Sit comfortably and envision yourself as a majestic mountain. Take a slow, deep breath to center yourself, then breathe naturally three times while you focus your attention on each part of the breath (inhaling, pausing at the top of your breath, then exhaling). End your meditation by inviting joyful, inner peace to arise. Specifically, on your last breath in, think: "I smile. This present moment, wonderful." As Tan says, "Happiness is the default state of mind."⁴² Based on my experience, I believe that doing even a simple, one-minute meditation like this one can help you to feel calmer and happier.

MINI-ENERGIZER 38: FORGIVENESS

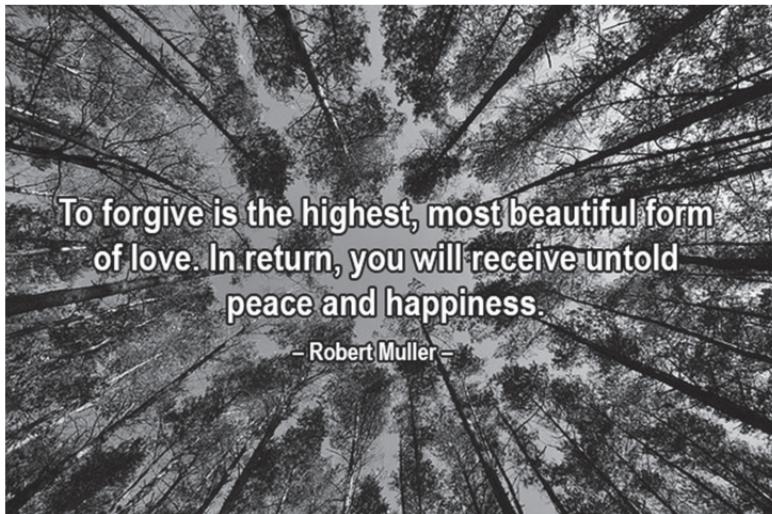


Forgiveness and letting go are steps on our road back to happiness.

— Tina Dayton —

Most spiritual practices agree on the fact that forgiveness helps to release negativity and leads to greater inner peace. Having a Happy Habit dedicated to enacting forgiveness every day can help you sleep better and feel better.

If you've ever felt wronged by someone, you probably already know that it seems as if all of the negativity comes creeping back into your life at nighttime, when your mind wanders just before you go to sleep. The only guaranteed way that you can get past it on your own is to forgive. Even if you are having difficulty forgiving someone for something they've done to you, recognize the energy that you are spending on this negativity, and realize that it may be time to forgive so that you can continue on having a happy life.



To forgive is the highest, most beautiful form of love. In return, you will receive untold peace and happiness.

— Robert Muller —

To forgive someone who's wronged you in the past, make this part of your bedroom routine. Use this affirmation before going to bed: "Thank you for this day and its many blessings. Please forgive me if I have not lived up to my intentions fully. Please forgive me for any hurt that I have knowingly or unknowingly caused myself or others. Please forgive anyone who knowingly or unknowingly hurt me today, and set them free as I am now. Please strengthen my will, thoughts, words, and actions to be more loving and joyful (insert who you want to be, ideally from your prime intention, here) tomorrow."

Your trigger for this mini-energizer could be when you turn the lights out or turn the bed down, or earlier, when you brush your teeth. Feel free to modify the affirmation or create your own forgiveness prayer. You can also combine it with elements of gratitude to make it more effective.

MINI-ENERGIZER 39: SLEEP PREPARATION RITUAL

As you prepare to sleep tonight, choose to read words born from silence, so that you fall asleep in the nourishing embrace of God.

—Brandon Bays—



Research shows that people who get adequate amounts of sleep are not just happier—they’re also healthier.⁴³ If you experience problems sleeping, then it might be time for you to try a sleep preparation ritual. You can combine it with several other happiness-enhancing practices before going to bed.

To get a better night of rest, try going to bed at the same time every night, turning off all technological devices, AND stop thinking about things to do thirty minutes before you go to bed. Based on personal experience, I can tell you the single worst thing you can do before bed is thinking of how to solve a work challenge. I find that my mind just continues veering off in different directions and I simply can’t wind down. What works best for me is to turn off my monkey-mind with a bedtime routine that

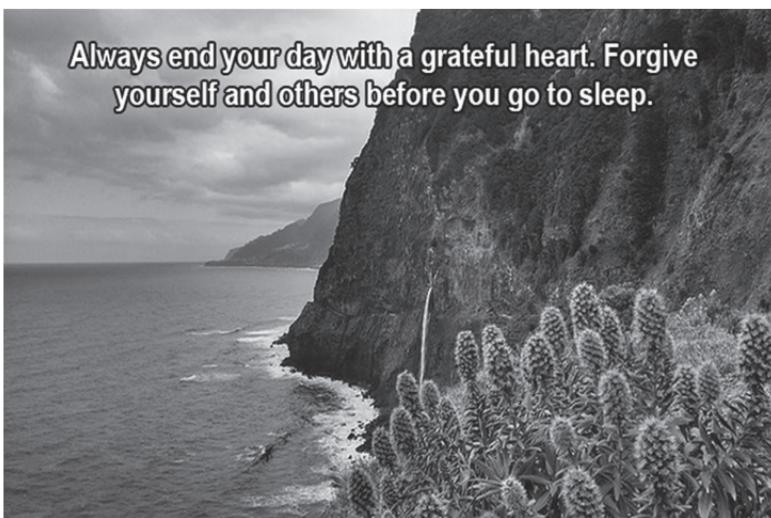
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includes quiet time thirty minutes before bed, forgiveness when I brush my teeth, and simple pleasures while I do my final sleep preparation.

Try this sleep preparation ritual: as you prepare for bed and go through your nightly bedtime routine, take one minute to be mindful of all the good in your life. Especially take the time to appreciate the simple pleasures—such as fresh water, clean towels, fragrant shampoo, comfy slippers, dimmer lights, soft sheets, etc. Being mindful of the things that you have and finding pleasure in them can help you feel a greater sense of accomplishment, happiness, and peace.

MINI-ENERGIZER 40: THINK GRATEFUL THOUGHTS

Always end your day with a grateful heart. Forgive yourself and others before you go to sleep.



It is a widely held belief that embracing a daily gratitude practice will make you happier. To test this theory out personally, I read and tried all thirty days of gratitude practices in Rhonda Byrne's book, *The Magic*.⁴⁴ (If you enjoyed Byrne's book *The Secret*, and want a more in-depth set of gratitude options, then I highly recommend *The Magic*.)

Throughout this book, I have given you Happy Habits to start off your day with gratitude, and to end your day with gratitude. Clearly, I am a big fan of gratitude practices! From my own experiences, I can say that doing a one-minute gratitude practice is one of the quickest and easiest ways to feel happier instantly.

I recommend doing a gratitude practice as soon as you get into bed (trigger), and doing it every night at the same

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time. This will pay dividends in multiple ways: First, you will have a routine that signals to your body that it's time to prepare for bed. Second, you'll raise your energy before you fall asleep, which can help you have happier dreams and achieve a deeper, more restful quality of sleep.

During your one-minute bedtime gratitude practice, think about the three things you are most grateful for today, and more importantly, *why* you are grateful for them. Shawn Achor's research shows that it's more helpful to come up with a shorter list of things for which you are grateful and fully understand why you are grateful for them, than it is to have a longer list.⁴⁵ Go ahead and give it a try!

SUMMARY

- The focus of Week 8 is to unplug and prepare for sleep.
- Week 8 has 5 mini-energizers + triggers including:

Mini-Energizer 36: Getting Ready for Tomorrow

Trigger: At 10 pm

Mini-Energizer: Get everything ready for tomorrow morning.

Mini-Energizer 37: Quiet Time

Trigger: Thirty minutes before bed

Mini-Energizer: Unplug your technology devices and make your bedroom a tech-free zone.

Mini-Energizer 38: Forgiveness

Trigger: When you brush my teeth before bed

Mini-Energizer: Offer up a forgiveness prayer.

Mini-Energizer 39: Sleep Preparation Ritual

Trigger: Before you go to bed

Mini-Energizer: Unwind and do your sleep preparation ritual mindfully.

Mini-Energizer 40: Think Grateful Thoughts Before You Sleep

Trigger: When you get into bed

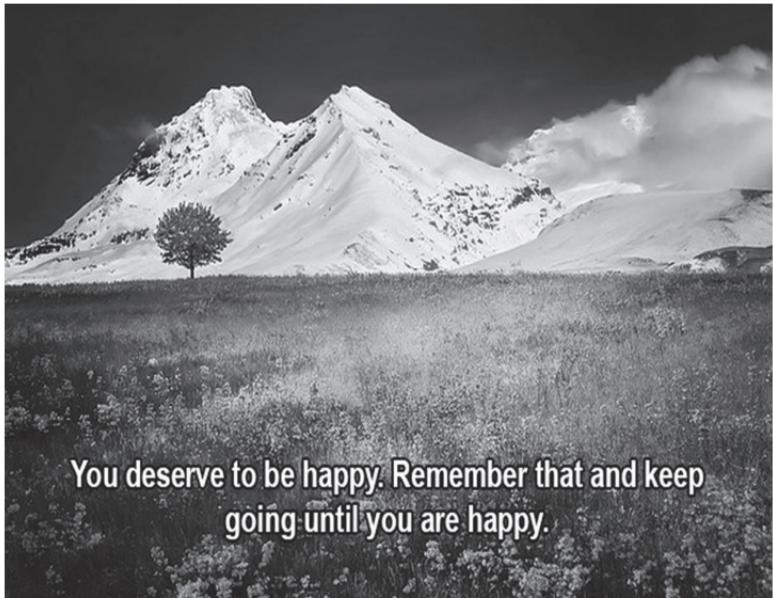
Mini-Energizer: Remember three things you are grateful for today and why you are grateful for them.

- Select three mini-energizers and register at tinyhabits.com for week 8.

CHAPTER 14

WHAT'S NEXT

Where to Go from Here



You deserve to be happy. Remember that and keep going until you are happy.

Thank you for taking this forty-day Happy Habits journey with me. I do hope that this book has given you some new, practical ideas about how you can bring happiness and higher energy both into your career and your life. Plus, I hope you have been able to see which triggers and mini-energizers work best for you, and which ones you want to continue to use and turn into permanent Happy Habits in your life. Since it can take between forty and sixty-six days to create a habit, I do hope that you have had some initial success, and that you will KEEP GOING and keep tracking your habits every week through tinyhabits.com.

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If you have been searching for a job, I hope that the habits listed here have helped you conquer your unique set of challenges. The in-between time spent looking for a new career is wrought with difficulties and frustrations, but as long as you keep a positive frame of mind from the moment you wake up until you go to sleep through a series of Happy Habits, you'll be well on your way to getting a job that's meaningful to you. Then once you do score your dream job, you'll be fully prepared, thanks to the habits you've already established during your job search time.

Whether you've been looking for a job, navigating a career change, or just juggling the diverse circumstances of life while reading this book, I congratulate you for reading it through all the way to the end. I know from my own personal experience that developing new habits can be challenging. But hopefully, by focusing on habits that will bring you happiness and increased energy levels in just four minutes a day, you have received a taste of initial success—and that's only a hint of what's to come.

Keep in mind that each day is a new day. Every single day when you wake up, you have a chance to start fresh. Even if you've fallen off-track or have faced some difficulties in the past, you are presented with a new opportunity each morning to welcome the day, repeat positive affirmations, and embrace each new set of challenges with gratitude and a calm spirit. Every day, we have the opportunity to choose to be happy. Remember: happy people actively make the

choice to be happy. Happiness is not a phenomenon that somehow manifests itself in your life. This knowledge will actually help you in your pursuit of happiness, because it gives you the power to return to your natural state of happiness and access what gives meaning in your life through the connections you make at work, home, and with the people you care about.

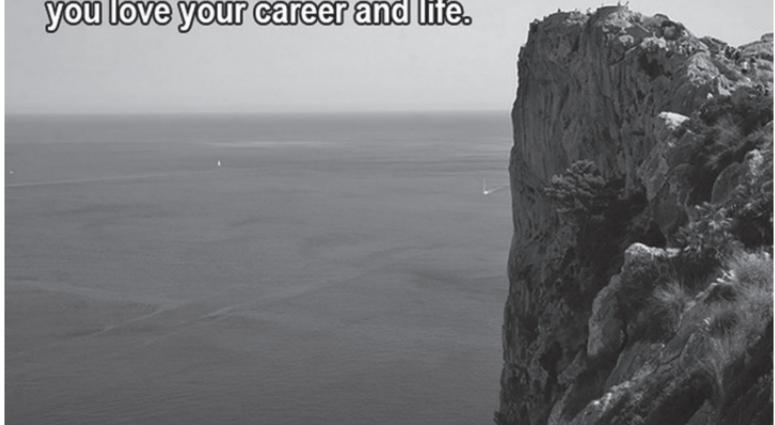
Tomorrow is a new day. You can start your Happy Habits as soon as you're ready. Begin with Week 1, and see how your mornings transform, then watch as the remainder of your day grows more and more positive as you progress. At the end of eight weeks, you will have successfully turned the two mini-energizers you continually practiced from Week 1 (Welcome the Day) and Week 2 (Energize Your Morning Routine) into permanent Happy Habits. In addition, you will have successfully experimented with nine additional mini-energizers. Hopefully, the eight-week Happy Habits Program has enabled you to find out which mini-energizers works best for you, and you have gained confidence that you can raise your energy, change to a more positive mindset, and be happier any time choose.

Now that you have mastered the Happy Habits Method where you consciously raised your energy four minutes a day for eight weeks, I encourage you to start another eight-week Happy Habits Program where you adopt three new Happy Habits. Remember most of us spend 40% of our time each day on habits. So, continue using

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Happy Habits until the majority of your habits are happy ones. That way you will be able to experience even more moments of peace, happiness and well-being throughout your day.

**May you be happy. May you be loved. May
you love your career and life.**



Thank you for reading Happy Habits. I hope you enjoyed it and have been able to successfully raise your energy every day for the last eight weeks, create new Happy Habits, and be happier in both your career and life.

If you liked Happy Habits, I would appreciate your leaving a quick review on Amazon at <http://www.amazon.com/product-reviews/9780996869706>.

Thank you again for reading the book and for your support.

May you be happy today and every day.

—Vicki

GLOSSARY

Please note: Some of these terms have multiple meanings and uses. This glossary gives definitions only as they are used in this book.

Career Transformation—The process of reinventing your career to something more closely aligned with your highest vision and goals.

Energy-Raising Tools—Anything that helps you raise your energy/consciousness. In addition to *Happy Habits*, InspiredWork offers free daily inspirational blog posts at inspiredwork.com/blog.

Feng Shui—The art of placement—a more-than-2000-year-old system of harmonizing the environment, balancing or raising energy.

Fogg Method—A scientific habit-creation formula that was designed and validated by Dr. BJ Fogg, Director of the Persuasive Technology Lab at Stanford University.

Forgiveness—The intentional and voluntary process of letting go of negative emotions—of forgiving and being forgiven. Forgiveness helps to increase one's happiness.

Gratitude—A feeling or attitude in acknowledgement of a benefit that one has received or will receive. Gratitude is a key component of happiness.

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Happiness—An inner state of well-being, joy, and bliss. Not a fleeting emotion.

Happy Habits—Activities you do daily to raise your energy and help you to achieve happiness in your career and life overall.

Happy Habits Method—A proven way to energize your career and life in just four minutes a day so that you can be happy; the Happy Habits Method combines proven happiness practices and the Fogg Method (scientific habit-creation formula) so you can create Happy Habits quickly and easily.

Happy Habits Plan—A personalized approach to creating your own Happy Habits in four minutes a day over eight weeks. Each week, you select three habits from a list of forty one-minute energy-raising tasks and track your progress. Happy Habits are formed after approximately eight weeks of daily practice.

Meta-Meditation—A loving-kindness meditation or method of developing compassion from the Buddhist tradition. It is a beautiful support to other awareness practices.

Mindful Breathing—A process of breathing in with awareness (e.g., breathing in with awareness for six to seven seconds, holding your breath with awareness for six to seven seconds and breathing out with awareness for six to

seven seconds), which enables you to feel more grounded and present.

Mindful Breathing-Stretches—A series of body stretches that you do while you breathe deeply with awareness enabling you to center and ground yourself.

Mindful Meeting—A meeting of people where you each actively listen to each other rather than trying to formulate a response when others are speaking.

Mindfulness Meditation—An awareness-based meditation practice where you sit and concentrate as you inhale, hold your breath, and exhale. End your meditation by inviting joyful, inner peace to arise.

Mini-Energizers—One-minute tasks or activities you do to raise your energy; mini-energizers are potential Happy Habits, if you repeat them until they become a daily habit.

Raise Your Energy—A way to increase your consciousness so you experience a positive shift in your feelings, thoughts and/or physical body.

Trigger—Something used as a reminder or catalyst to take some action such as doing a mini-energizer or Happy Habit.

ABOUT THE AUTHOR

Vicki Morris is the Career Happiness Coach, founder of InspiredWork.com and creator of the InspiredWork™ Career Transformation System, blending twenty-five years of experience as a high tech hiring manager, inspirational business leader, brand strategist, career mentor, and spiritual practitioner. InspiredWork helps professionals raise their energy with Happy Habits and create their own inspired work and brand so they can be happy at work and love their life.

Prior to InspiredWork, Vicki was the founder and CEO of a global marketing agency. Before that, she was VP of Marketing at several Global 2000 and Inc. 500 software companies. Earlier in her career, she launched Java at Sun and was awarded the President's Award.

Vicki started her career at Oracle, while completing her MBA at the University of Chicago. She also has a Bachelor's degree in Foreign Service from Georgetown University. During her career, Vicki published numerous articles and presented at conferences in more than 30 countries.

You can follow Vicki at www.inspiredwork.com/blog.

BONUSES AND OTHER FREE RESOURCES FROM THE AUTHOR

Happy Habits Planner—a bonus 2-page planner to help you create your personalized Happy Habits Plan
(<http://inspiredwork.com/happy-habits-bonuses>)

Happy Habits List—a bonus list of 40 potential Happy Habits based on proven happiness practices
(<http://inspiredwork.com/happy-habits-bonuses>)

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