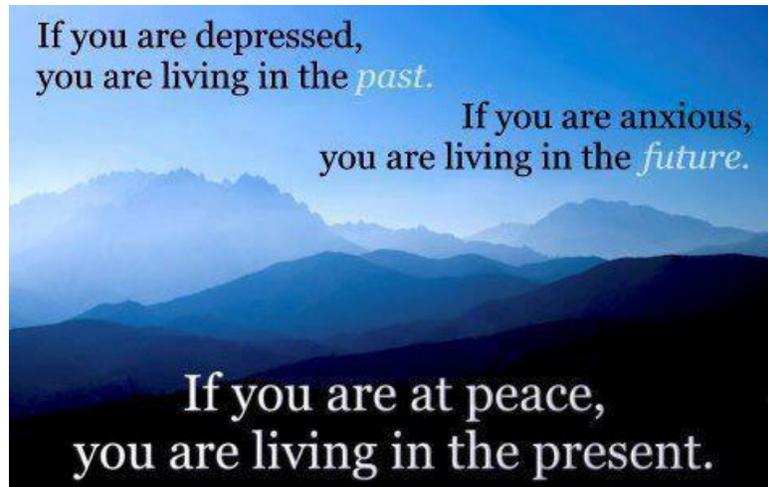


## HOW TO HAVE WORK-LIFE INTEGRATION IN A DOG-EAT-DOG WORLD

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### What do we know about happiness?

- 90% of happiness depends on how we react to the world.
- Positive minds perform better in the face of challenge.
- Every business outcome shows improvement when the brain is positive.
- Happiness is a learned skillset and a lifestyle. People can become happier.

### Happiness and the Bottom Line at Work:

- Employees who score low in “life satisfaction” stay home 1.25 more days/month = 15 days/year (2008 Gallup Healthways study).
- Retail stores that scored higher on employee life satisfaction generated \$21 more in earnings per square foot than the other stores (Gallup).
- 25% of your job successes are predicted based on intelligence; 75% of is based on your ability to positively adapt (Achor).
- In an analysis of 225 academic studies, researchers found happy employees have 31% higher productivity, 37% higher sales, 23% fewer health-related effects from stress, and creativity is 3 times higher (Achor).
- Employees who score the highest on providing social support are 40% more likely to receive a promotion, have higher job satisfaction, and feel 10 times more engaged by their jobs (Achor).
- 98% of people who take vacations return happier (Achor).
- Happiness is the single greatest competitive advantage.

***The happiness myth: If we work hard and become successful, we will be happy.***  
***The happiness truth: if we are happy, we are more successful.***

### How to turn a bad day around:

- Pinpoint the problem: “I’m upset because...”
- Think of 3 things you’re grateful for.
- Take action, especially if it benefits another.
- Change your routine or put on music.
- Focus on what you accomplished, not what you didn’t get done.

- Reframe problems as opportunities.

**Small shifts to the way you talk can make you and everyone else happier at work. Try these:**

- Use a positive power lead to set the tone for a conversation.
- Focus only on facts. No gossip or drama.
- Make new memories focused on successes.
- Deliver bad news better. Tell people you're in this together.
- Take a step back from negative people and then approach with a positive power lead.
- Express gratitude.

***Sometimes you have to tell the negative committee in your head to just sit down and shut up.***

**How to be happy:**

- Smile.
- Practice gratitude.
- Get good sleep.
- Go for a walk.
- Linger on little, positive moments.
- Provide social support to others.
- View stress as a challenge not a threat.
- Listen to music from the happiest time in your life.

**When trying to fall asleep at night, pay attention to the last 5 minutes of your day:**

- Your last thoughts stay with you all night.
- Take time to calm yourself.
- Do not allow thoughts of criticism or judgment.
- Take deep breaths or do 4-7-8 (yoga) breathing.
- Consciously release tension in each part of your body.
- Let problems go. Worry is a waste of time.

***“You have been criticizing yourself for years, and it hasn't worked. Try approving of yourself and see what happens.” - Louise Hay***

**Sleep better with a before bedtime routine:**

- Set up the conditions for calm – find a quiet, dark, warm place.
- Turn off electronic screens an hour before sleep to reduce mental activity.
- Drink warm tea to soothe and encourage digestion.
- Try a candle gazing meditation.
- Practice restorative yoga asana.

**Breathing deeply is important:**

- It's the best way to calm yourself and live in the moment.
- Take a deep breath and hold it for several seconds and then slowly let it out. Repeat.
- Breathe in the positive and visualize this throughout your body (possibly as a color). Breathe out the negative-releasing tension, pain and stress.

**Love yourself by:**

- Stopping self-criticism. Try praising yourself in the mirror.
- Treating yourself like you treat loved ones.

- Asking for help and accepting help.
- Taking care of your body.

***“Life becomes easier when you learn to accept an apology you never got.” -  
Robert Brault***

**Forgive everyone and everything, including yourself:**

- Everyone makes mistakes. You’ve learned from yours.
- People are in your life for a reason, a season or a lifetime.
- Forgiveness is the key to happiness.

**Try this exercise for stress:**

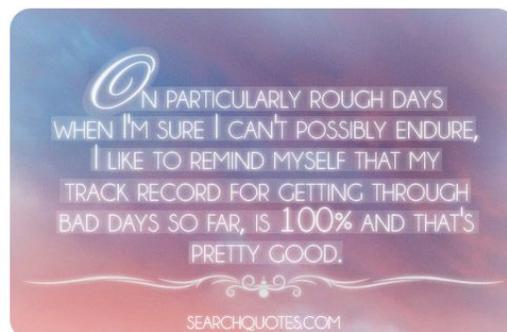
- Make a list of the stresses you’re under.
- Place them in 2 groups—the ones you can control and those you can’t.
- Choose 1 stress that you can control and come up with a step you can take to reduce it. This nudges your brain back to a positive—and productive—mind-set.
- This will help you think more positively about stress.

**How do I create positive change?**

- Put yourself first.
- Jot down 3 things you’re grateful for daily.
- Write a positive message to someone.
- Meditate for 2 minutes (or more).
- Exercise for 10 minutes.
- Take 2 minutes to describe in a journal the most meaningful experience of today.
- Do a random act of kindness.
- Change your relationship with stress.
- Make social investments.
- Make your environment inspiring and positive.
- Let go of perfectionism.
- Release the belief that you’re responsible for everyone and everything.
- Learn to say no.

**Set personal boundaries:**

- “No” is a complete sentence. It does not require justification.
- Accept that if you have boundaries, you’ll let people down and that’s OK.
- You have a right to personal boundaries. Believe in yourself.
- “People may not \_\_\_\_\_. I have the right to ask for \_\_\_\_\_.”
- Ask yourself where you need to put up boundaries to protect your energy.



**Great quotes:**

- “Whether you think you can or whether you think you can’t, you are right.” - Henry Ford
- “We make a living by what we get, but we make a life by what we give.” - Winston Churchill
- “I have learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel.” - Maya Angelou
- “When you judge another, you do not define them, you define yourself.” - Wayne Dyer
- “Forgiveness is a gift you give yourself.” - Tony Robbins
- “If you change the way you look at things, the things you look at change.” - Wayne Dyer
- “All great changes are preceded by chaos.” - Deepak Chopra
- “Daring to set boundaries is about having the courage to love ourselves, even when we risk disappointing others.” Brene Brown
- “Sometimes when you’re in a dark place you think you’ve been buried, but actually, you’ve been planted.” Christine Caine
- “Practice the pause. Pause before judging. Pause before assuming. Pause before accusing. Pause whenever you’re about to react harshly and you’ll avoid doing and saying things you’ll regret later.” Lori Deschene

**Resources:**

- Shawn Achor TED talk –The Happy Secret to Better Work  
[http://www.ted.com/talks/shawn\\_achor\\_the\\_happy\\_secret\\_to\\_better\\_work?language=en](http://www.ted.com/talks/shawn_achor_the_happy_secret_to_better_work?language=en)
- 4-7-8 Breathing (yoga breathing) <http://www.drweil.com/drw/u/VDR00112/The-4-7-8-Breath-Benefits-and-Demonstration.html>
- The Purpose Fairy [www.purposefairy.com](http://www.purposefairy.com)
- Oprah and Deepak 21-day free meditation <https://chopracentermeditation.com/>
- The Tapping Solution [www.thetappingsolution.com](http://www.thetappingsolution.com)
- Dr. Henry Cloud’s Setting Boundaries <https://www.youtube.com/watch?v=nENHkYV-iLI>
- Anything and everything Dr. Wayne Dyer <http://www.drwaynedyer.com/>
- Brene Brown TED Talks [https://www.ted.com/speakers/brene\\_brown](https://www.ted.com/speakers/brene_brown)