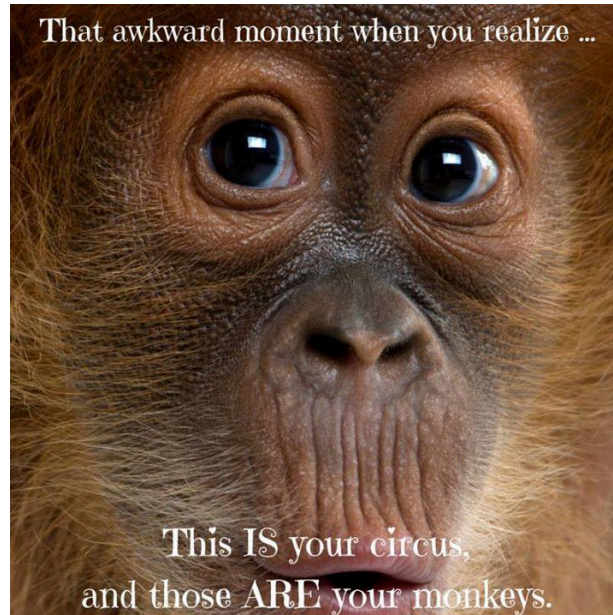


## OVERCOMING NEGATIVITY: FINDING HAPPINESS AT HOME AND AT WORK

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### Research shows that a positive outlook leads to:

- ① 31% more productivity
- ① 25% better performance ratings
- ① 23% less stress
- ① 37% increase in sales
- ① 3 times higher creativity

### LAUGHTER BRINGS PEOPLE TOGETHER AND HELPS WITH STRESS, PAIN AND BOOSTING THE IMMUNE SYSTEM.

### What creates personal happiness? Research points to relationships. Relationships at work count, too.

- ① Face-to-face group communication creates trust.
- ① Conversations propel work forward.
- ① Community breaks make teams happier and more productive.
- ① Appropriate touching reduces stress and creates trust.

### Personal happiness - Rituals that will make your brain happy:

- ① When down, ask yourself "why?"
- ① Label negative emotions to reduce their impact.
- ① Make a "good enough" decision.
- ① Touch people to increase persuasiveness and team performance (fist pumps, high fives, group huddle, hugs, pats on the back, etc.).
- ① Appreciate something beautiful.

- 🕒 Help or mentor someone.
- 🕒 Try to feel like you're in control (even if you're not).
- 🕒 Be optimistic and use kind words.

### **Happiness Truths from Dierdre Maloney:**

- 🕒 Happy people are happy a minimum of 70% of the time. Apply the 70/30 rule to all areas of your life. Happy people know they have the power to make choices and changes to their life.
- 🕒 Happy people are brave as heck and quit things that no longer serve them. They don't let fear, the shame of quitting or others' opinions get in the way.
- 🕒 Happy people get what they want by explicitly, respectfully and unapologetically asking for it.

### **3 greatest predictors of success at work:**

- 🕒 Optimism – “Good things happen.”
- 🕒 Positive engagement – “I can succeed.”
- 🕒 Support – “I invest in the success of others.”

### **Be aware of the unconscious choices you make:**

- 🕒 Our brain processes 40-50 bits of information per second.
- 🕒 Our brain receives 11 million bits of information per second.
- 🕒 We must make choices about how we devote our attention.
- 🕒 We are evolutionally wired to look for threats, so we must consciously focus on positive things.

**JUST AS NEGATIVE PEOPLE CAN INFLUENCE OUR BRAIN, SO TOO CAN WE INFLUENCE THEM.**

**Use “power leads” to build work optimism. Start conversations by saying something meaningful and positive. This makes conversations and meetings more successful by setting the tone.**

- 🕒 Power leads say you're in a positive space and nudge others to look for something positive.
- 🕒 Try starting meetings with a gratitude power lead to engage a team.
- 🕒 Use power leads in emails – “I hope you're doing well.”
- 🕒 Use power leads with children – “What's the best thing that happened to you today?”
- 🕒 Have children share 3 things they are grateful for to help them focus on the positive.

**IF YOU WANT TO MOTIVATE YOUR TEAM, SPOTLIGHT THEIR SUCCESSES TO PUT THEM IN THE RIGHT MINDSET.**

### **Overcoming stress and negativity:**

- 🕒 Isolating stressful thoughts and fact-checking reduce stress. Take the emotion out of it.
- 🕒 View stress as a challenge to improve memory and your immune system.

### **What to do about negative people at work:**

- 🕒 Know that negativity is contagious and lowers everyone's productivity. Try not to join in negative, gossipy or complaint-ridden conversations.
- 🕒 Use a positive power lead or a gratitude power lead on negative people.
- 🕒 Try fact checking to reframe a situation.
- 🕒 Strategically retreat and regroup if things are too emotionally charged or you are outnumbered.
- 🕒 Use the 10/5 way at work. Within 10 feet of people, make eye contact and smile. Within 5 feet smile and say hello.
- 🕒 Focus on solving the problem rather than placing blame.

### **Strategies for certain types of negative people:**

- ② Steamrollers – “It’s not OK to treat me like this anymore.”
- ② Resisters – “Which part of this do you want to do?”
- ② Not-My-Jobbers – “I don’t want to nag but if you want to get out of here by 10 you’ll need to pick up the pace.”
- ② Rumormongers – “Why are you telling me this? I do not wish to be involved. Talk to the person directly.”
- ② Pessimist – “What will help you feel better about this?”
- ② Criticizers – “Give me specific feedback.”

### **BE THE AGENT OF CHANGE, THE SPARK THAT IGNITES OTHERS TO CHANGE AND CREATE A CULTURE OF POSITIVITY.**

### **Promote a positive work culture:**

- ② Organizational culture is a set of shared assumptions, values and beliefs that govern the behavior of individuals within the organization.
- ② Acceptable behaviors include honesty, team-oriented, strong work ethic, positivity, humility, flexibility, dependability and competency.
- ② Unacceptable behaviors include dishonesty, laziness, selfishness, negativity, arrogance, rigidity, gossiping, unreliability and incompetency.

### **Morale boosters at work:**

- ② Celebrate successes and surprise people.
- ② Under-promise and over-deliver.
- ② Treat mistakes as learning opportunities and involve people in problem solving.
- ② Insist on respect.
- ② Encourage staff to leave work at work.
- ② Show gratitude.
- ② Add humor and fun to meetings.
- ② Have employees contribute fun ideas and have fun things in the break room.

### **ACCORDING TO RESEARCH, THE WORD “TOGETHER” MOTIVATES PEOPLE TO WORK SUBSTANTIALLY LONGER AND PRODUCE BETTER QUALITY WORK.**

### **Fun and morale boosting ideas at work:**

- ② Have a gratitude jar or board at work.
- ② Have “Thank You Note Thursdays.”
- ② Have an office Olympics.
- ② Install a basketball hoop or have games in the break room.
- ② Have a large puzzle for people to work on when they are on breaks.
- ② Get some adult coloring books.
- ② Have a fun calendar with special days like “2 Different Color Shoes Day”, “Star Wars Day”, “Tiara Day” and “No Diet Day”.
- ② Give funny awards on certificate paper.
- ② Use a platform/app like Kazoo to recognize and reward desired behaviors.

### **WE ARE HIGHLY INFLUENTIAL. IF YOU ARE MORE POSITIVE, OTHERS WILL BE, TOO.**