

# HOW TO BE Happier

## AT WORK

(ACCORDING TO SCIENCE)

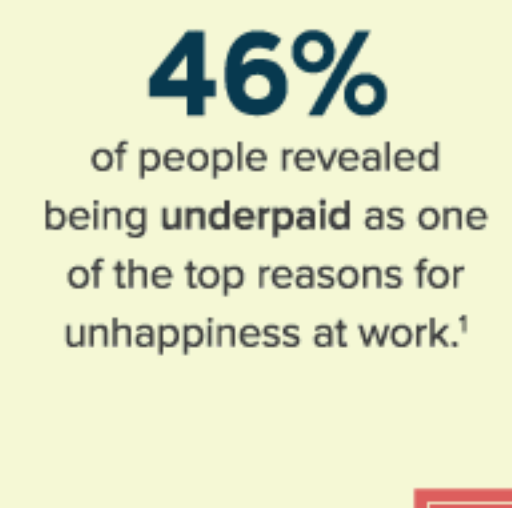


### WE ALL GET STRESSED WITH WORK.

Too much however, and it can quickly cause severe unhappiness in our lives. With the right techniques, you can turn that frown upside down and get the job done with a smile on your face.

## WHAT MAKES PEOPLE UNHAPPY AT WORK?

ACCORDING TO ACCENTURE FROM TWO STUDIES:



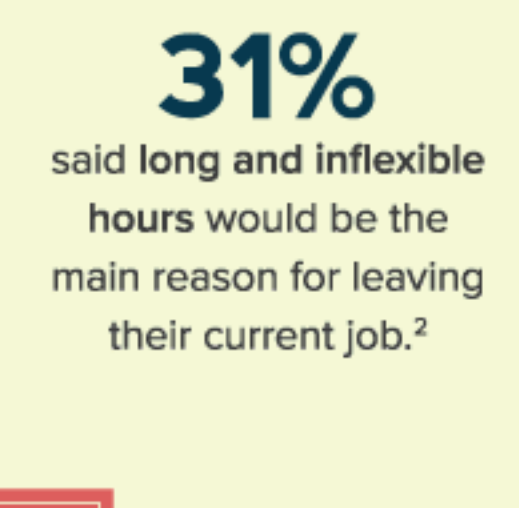
**46%**

of people revealed being underpaid as one of the top reasons for unhappiness at work.<sup>1</sup>



**34%**

felt unhappy with a lack of opportunity to advance their career.<sup>1</sup>



**31%**

said long and inflexible hours would be the main reason for leaving their current job.<sup>2</sup>

### BUT THAT'S NOT ALL:

**60-90 MINUTES**

of commuting can cause anxiety according to a report from the Office for National Statistics.<sup>3</sup>



But what can we do to combat these things that so often feel out of our control?

## 15 WAYS TO BE HAPPIER AT WORK

### 1 ASK FOR A PAY RISE

A salary negotiation report from PayScale found that 75% of people who ask for a pay rise get one.<sup>4</sup>

#### BEFORE NEGOTIATING

- Know your worth. Search on LinkedIn for similar roles to get a benchmark salary for your job.
- Collate targets you have met or exceeded over the past six months.



#### DURING YOUR MEETING

- Outline what you plan to do for the company, providing clear examples.
- Ask your boss where they see your position in the future.



#### FOLLOWING UP

- Follow up the meeting with an email outlining what you both agreed on.
- Prepare for rejection. If it's a no, reply with, "What would it take for me to earn a raise in the future?"<sup>5</sup>



## 2 UNDERSTAND AND MANAGE YOUR WORKPLACE EXPECTATIONS

A report from Gallup, found only half of employees have a clear understanding of what is expected of them at work.

Expectations need to be known for high performance and workplace satisfaction.<sup>6</sup>

#### BE CLEAR ON YOUR BOSS'S EXPECTATIONS

- List your responsibilities, referring to the original job description. Present to your boss asking them to confirm these are their expectations.



#### IDENTIFY CAREER GOALS WITH YOUR BOSS

- Meet with your boss and establish realistic steps you can take to reach your agreed goals. Clear direction is needed in order to reach targets.

#### ASK FOR FEEDBACK

- Any work you take on, always ask for feedback — what worked well, what didn't work well. This will establish what you can do next time.



## 3 INCREASE YOUR PRODUCTIVITY AT WORK TO REDUCE THE TIME IT TAKES TO DO THINGS<sup>8</sup>

Two-thirds of employees feel overwhelmed at work, clock in long hours and are often distracted. Some check their phones up to 150 times per day. To cut down on time:<sup>7</sup>

#### LIST EVERYTHING YOU HAVE TO DO AND BREAK DOWN INTO A STEP-BY-STEP LIST

- More powerful than a "to-do" list as it breaks down exactly what you need to do, saving time on planning and increasing productivity.<sup>8</sup>



#### IF A JOB WILL TAKE LESS THAN TWO MINUTES, DO IT RIGHT AWAY

- This overcomes procrastination as most tasks we put off take longer to store and track, than to deal with it in the first place.
- Schedule two 15-minute breaks into your schedule everyday that take you away from your desk. A study by Baylor University found that taking short breaks can boost your energy, concentration and motivation.<sup>9</sup>



## 4 USE YOUR COMMUTE AS A CHANCE TO PREPARE AND UNWIND FROM WORK

An academic paper found the attitude we adopt during our commute contributes to how satisfied we are at our jobs.<sup>11</sup>

#### MENTALY STRUCTURE YOUR DAY AT WORK

- Think about what you have to do and identify your most pressing tasks. If using public transport, write this down in a notepad.



#### ON YOUR WAY BACK THINK OF THREE GOOD THINGS YOU ACHIEVED AT WORK THAT DAY

- Research shows thinking about what you are grateful for offers social, psychological and even physical benefits.<sup>12</sup>

#### GIVE YOUR FRIENDS AND FAMILY A CALL

- Use the opportunity to catch up and plan activities together. Talking about your day will give you a chance to unwind and planning activities will give you something to look forward to.



Happiness is a serious business. Identifying problems and finding solutions will not only improve your life, but the quality of your work too.



JUST REMEMBER, THE POWER TO CHANGE LIES WITH YOU.

### SOURCES

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