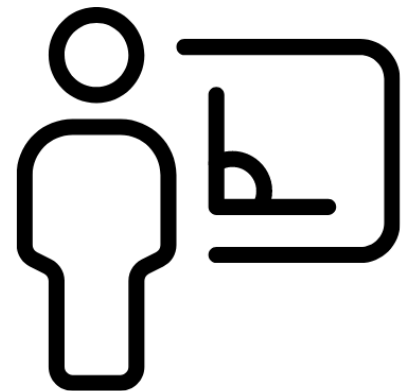


Instructors Guide



On the following pages is a sample module from our Instructor Guide. It provides the instructor with a copy of the material and a Lesson Plans box.

The key benefit for the trainer is the Lesson Plan box. It provides a standardized set of tools to assist the instructor for each lesson. The Lesson Plan box gives an estimated time to complete the lesson, any materials that are needed for the lesson, recommended activities, and additional points to assist in delivering the lessons such as Stories to Share and Delivery Tips.



Happiness is not something ready-made. It comes through your own actions.

The Dalai Lama

Module Two: Plan Ahead for Happiness



Most of us spend more time at work than we do engaged in any other activity, other than sleeping. If we consider how much of our lives we spend in our workplace, it quickly becomes clear that spending this time being unhappy, unfulfilled, and just counting the days until the weekend, is a waste of time and energy. Finding ways to be happier at work can lead to better mental health, and can improve your productivity and overall work performance. One way to cultivate more happiness at work is to plan for it!

Develop habits that get your workday off to the right start, and you'll see greater happiness throughout the day, and week.

Have a Nightly Routine



Nothing gets your day off on the wrong foot like rushing around in the morning! Lost keys, skipping breakfast, discovering that the pants you wanted to wear are not back from the dry cleaner – all of this can throw your morning into chaos.

Taking the time, the night before, to organize what you need for the next day, can help avoid this morning rush and let you start your day centered, organized, and with everything you need. Create a nightly routine – and follow it! Choose

your clothes for the next day, set up your coffee maker (especially if it has a timer and automatic brew!), pack your lunch. Take time to place the things you will need for work the next day into your briefcase or bag. You might even choose a space near the door to be your “launch pad,” a space where everything you need for the day is in one place and easy to pick up. Your routine will vary depending on what you need each day, what your workday looks like, and what the needs of your family are. It might even help to make yourself a checklist until the routine truly becomes a habit.

Estimated Time	10 minutes
Topic Objective	Create a nightly routine.
Topic Summary	Create a Nightly Routine

	Create a nightly routine.
Materials Required	Worksheet 1-Nightly Routine
Planning Checklist	None
Recommended Activity	Have each participant think about their needs and create a nightly routine.
Stories to Share	Share any personal or relevant stories.
Delivery Tips	Invite individual participants to share their nightly routines.
Review Questions	How can a nightly routine help prepare you for happiness?

Get at Least 8 Hours of Sleep



Sleep deprivation is bad for your mental, emotional, and physical health. It's hard to feel productive, happy, and positive when you're exhausted! Making sure that you get at least 8 hours of quality sleep per night is one step you can take to help prepare yourself to be happier and healthier. Many of us are used to running on just a few hours of sleep, or used to getting sleep that isn't truly restful. There are a few steps you can take to ensure that you get the most restful sleep possible and wake up ready to face the day with a positive attitude.

Steps to Quality Sleep:

- Go to bed and wake up at the same time every day – including weekends.
- Have a nightly routine that prepares you for bed – shower, brush your teeth, pray or meditate, etc.
- Put away the electronic devices!
- Make your bedroom a sanctuary.

Estimated Time	10 minutes
Topic Objective	Get at least 8 hours of sleep a night.
Topic Summary	Get at least 8 hours of sleep a night Explore things that interfere with sleep, things that foster sleep, and how to remedy barriers to sleep.
Materials Required	Flipboard/chart and markers
Planning Checklist	None

Recommended Activity	Have the class brainstorm things that interfere with their ability to get quality sleep, or that that they find helpful. Brainstorm remedies for the barriers.
Stories to Share	Share any personal relevant stories.
Delivery Tips	Encourage everyone to participate.
Review Questions	How can we improve the quality of our sleep, in order to be happier at work?

Wake Up Early Enough for Some “Me” Time



Getting enough sleep is important, but waking up early enough so that you have time to transition into your day can also help foster happiness. If you usually hit the ground running and leave the house with just enough time to make it to the office on time, you are likely starting your day feeling anxious. Waking up even 15 minutes earlier so that you can have some “me” time can help you ease into your day with a sense of centeredness, instead of a sense of panic. Some people like to wake up very early and have an hour or more of “me” time, while others just need an extra 10 or 15 minutes to linger over a cup of coffee or tea. Figure out what works for you!

Ways to Use Your “Me” Time:

- Read the newspaper or a passage from a book you are enjoying
- Pray or meditate
- Do some light stretching or yoga
- Linger over your coffee, tea, or breakfast
- Spend time stroking your pet

It’s important **not** to use your “me” time to get a head start on your work day by reading emails, working on projects, or checking voicemail!

Estimated Time	10 minutes
Topic Objective	Introduce the idea of “me” time as a tool for happiness
Topic Summary	Get Some “Me” Time Consider the importance of taking time for one’s self before starting the workday.
Materials Required	Flipchart/board and marker
Planning Checklist	None

Recommended Activity	Discuss the importance of taking “me” time. Have class members share what they do during “me” time or brainstorm ideas.
Stories to Share	Share any personal, relevant stories.
Delivery Tips	Encourage everyone to participate.
Review Questions	How can taking “me” time prepare you for a happier work day?



Give Yourself Time to Arrive at Work Early

Commuting is often the most stressful part of the workday. Whether you drive, walk, bike, or take public transit to work, delays and traffic jams can get your day off to a stressful start. Too often we make this worse by leaving for work at the last possible moment, meaning there’s no room for error, and that we arrive at work with only moments to spare before we have to jump into our first project or meeting. All this can leave us frazzled, anxious, and short-tempered. Altering your morning commute so that you can arrive 10 to 15 minutes early for work helps you ease into your workday instead of having to throw yourself right in. Giving yourself that cushion can also give you much-needed wiggle room in your commute to account for the unexpected. When you arrive early, you have time to transition gradually into your work -- check email, get a cup of coffee, check your schedule and to do list, or simply say good morning to your co-workers. This helps you meet the day in a positive frame of mind.

Estimated Time	10 minutes
Topic Objective	Introduce the idea of arriving at work early
Topic Summary	Arrive at Work Early Discuss the benefits of arriving at work early.
Materials Required	Flipchart/board and marker
Planning Checklist	None
Recommended Activity	As a group, discuss the ways in which some extra time each morning would make the workday less stressful and promote happiness. Come up with ideas of how to arrive early and how to use the extra time to promote happiness each day.
Stories to Share	Share any personal, relevant stories.

Delivery Tips	Encourage everyone to participate.
Review Questions	How can 10 or 15 extra minutes each morning make you happier?

Practical Illustration



Laura was a night owl. She was always most productive very late at night, she said. Some nights she only got 3 or 4 hours of sleep. She would hit the snooze button on her alarm clock until the last possible moment every morning, and then would have to hurry through her shower. Often, she went to put on an outfit only to discover that parts of it were still in the laundry, meaning she had to choose something else. With no time for breakfast, she'd grab a coffee and a bagel on the way to work, but since she was leaving at the last possible minute, this stop often made her late. She'd come rushing into work and have to jump right into her first meeting or project or, more disastrously, make people wait for her to arrive. Her manager suggested that she try a nightly and morning routine to make her mornings less stressful. Laura was skeptical, but agreed to try. She set up her coffee maker and chose her clothes the night before. She even packed a lunch. Instead of staying up late on the computer, Laura went to bed earlier than normal and set her alarm for the morning. In the morning, instead of hitting snooze, she got up, ate breakfast, and dressed for work. She managed to arrive 15 minutes early, and was able to start her day with a cup of coffee and a chat with the receptionist. She was amazed at how much better she felt throughout the day.

Module Two: Review Questions

1.) Which of the following is not considered a benefit of implementing a nightly routine?

- a) It ensures that you have items you need in the morning
- b) It helps promote more restful sleep
- c) It helps alleviate rushing in the morning
- d) It allows you to sleep as late as possible

The goal of a nightly routine is to prepare you for the day and ensure that you have the items you need. This can help you sleep more restfully and have a less stressful morning.

2.) Other than work, where do most of us spend the most time?

- a) Eating
- b) Sleeping
- c) With Family
- d) Commuting

Other than work, most people spend the most time sleeping. This means that finding a way to be happy at work is key – it is where we invest so much of our time and energy.

3.) How many hours of sleep should you get per night?

- a) At least 8 hours
- b) As many as you feel you need
- c) 6-7 hours
- d) At least 5 hours

You should strive for at least 8 hours of sleep per night. Sleep deprivation impacts physical, emotional, and mental health, which all in turn impact happiness.

4.) All but which of the following help promote restful sleep?

- a) Going to bed at the same time each night
- b) Making sure the bedroom is comfortable
- c) Reading a book on an e-reader until you feel drowsy
- d) None of the above

Electronic devices can interfere with sleep. If you must read to help yourself sleep, do not use an electronic device. Keeping to a set bedtime and making your bedroom relaxing and comfortable also help promote sleep.

5.) Which of the following is not a benefit of waking up early?

- a) It allows you time to ease into your day
- b) It allows you to do some work before reaching the office
- c) It allows you to spend some time with yourself before starting the day
- d) It allows you to eat breakfast or otherwise start your day healthily

Waking up early allows for some “me” time. Use this time for yourself – do not start in on work tasks.

6.) Which of the following is a good use of your “me” time in the morning?

- a) Exercise
- b) Prayer or meditation
- c) Eating breakfast
- d) All of the above

Your “me” time can be used any way you like, as long as it focuses on you! Exercise, pray or meditate, read, eat a healthy breakfast – take some time to ease into your day.

7.) How early should you plan to arrive at work?

- a) 10 - 15 minutes
- b) 2 hours
- c) 5 minutes
- d) 30 minutes

An extra 10-15 minutes in your day can allow you to ease into your work and be happier. Plan to arrive 10-15 minutes early.

8.) How can planning to arrive earlier promote a better workday?

- a) It allows you time to check email and voicemail and plan your day
- b) It gives you a cushion in case of unexpected commuting delays
- c) It allows you time to greet your colleagues
- d) All of the above

Planning to arrive early promotes happiness at work in several ways. It gives you a cushion in case of unexpected commuting delays. It also allows you time to ease into your day, greet colleagues, and plan for your workday.

9.) Nothing gets your day off to a bad start like _____.

- a) Rushing around in the morning
- b) Relaxing in the morning
- c) A cold cup of coffee
- d) None of the above

Nothing gets your day off on the wrong foot like rushing around in the morning!

10.) What does planning ahead help increase?

- a) Productivity
- b) Stress
- c) Happiness
- d) Revenue

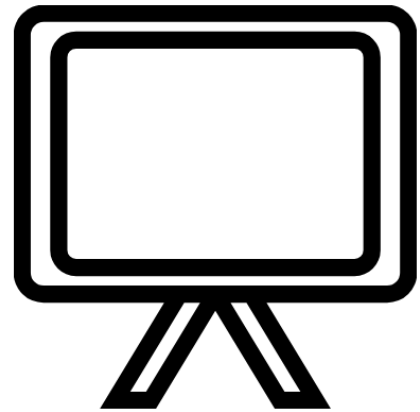
As we learn to plan ahead, we will find ourselves less stressed and happier at work.

PowerPoint Slides



Below you will find the PowerPoint sample. The slides are based on and created from the Instructor Guide.

PowerPoint slides are a great tool to use during the facilitation of the material; they help to focus on the important points of information presented during the training.





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*Happiness is not something ready-made. It comes through
your own actions.*

The Dalai Lama

MODULE TWO

Plan Ahead for Happiness

Finding ways to be happier at work can lead to better mental health, and can improve your productivity and overall work performance.



Have a Nightly Routine

Your routine will vary depending on what you need each day, what your workday looks like, and what the needs of your family are.

Get at Least 8 Hours of Sleep

- Go to bed and wake up at the same time every day
- Have a nightly routine that prepares you for bed
- Put away the electronic devices!





Wake Up Early for Some “Me” Time

- Pray or meditate
- Linger over your coffee, tea, or breakfast
- Spend time stroking your pet

Give Yourself Time to Arrive at Work Early

Giving yourself that cushion can also give you much-needed wiggle room in your commute to account for the unexpected.



Practical Illustration



- Have a Nightly Routine
- Get at Least 8 Hours of Sleep
- Wake Up Early Enough for Some “Me” Time
- Give Yourself Time to Arrive at Work Early

Module Two: Review Questions

1. Which of the following is not considered a benefit of implementing a nightly routine?

A. It ensures that you have items you need in the morning

B. It helps promote more restful sleep

C. It helps alleviate rushing in the morning

D. It allows you to sleep as late as possible

Quick Reference Sheets



Below is an example of our Quick Reference Sheets. They are used to provide the participants with a quick way to reference the material after the course has been completed. They can be customized by the trainer to provide the material deemed the most important. They are a way the participants can look back and reference the material at a later date. They are also very useful as a take-away from the workshop when branded. When a participant leaves with a Quick Reference Sheet it provides a great way to promote future business.



Increasing Your Happiness

Quick Reference Sheet



Create a To-Do List for the Day

Once you've checked for action items, take a few minutes to make a to-do list for the day. This gives you a picture of how your time will be used, what resources you will need, and any other people you may need to involve. How you set up your to-do list is up to you – whether it's by most pressing items first, or "low hanging fruit" (easily completed items) first, or some other system. What's important is that you create a list so that you have a plan for the day. While your plan may have to change to accommodate emerging needs or unexpected events, having a plan means you can get back on track when the immediate crisis has passed. Keep your list manageable, and limit it to just what you will work on today – that way the list doesn't become overwhelming and discouraging.



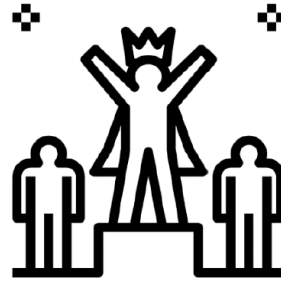
Take Time to Socialize

It may sound like exactly the opposite of what you should be doing at work, but take the time to socialize with others during your day. Take a few minutes to chat with a colleague when you refill your coffee cup. Ask a co-worker how their day is going. You want to keep these interactions relatively brief so that you are still accomplishing work, but also long enough to make a meaningful connection. Many people also find they are happier at work if they take the time to socialize with coworkers outside of work hours, whether by meeting for dinner regularly, or otherwise sharing non-work time together. Whether you choose to limit your socialization to work hours, or you choose to spend time with coworkers away from the workplace, it is key to have interactions that aren't wholly centered on work. Getting to know your colleagues as people, and letting them get to know you as a person, helps you feel connected. This can make you a much happier person at work!



Practice Professional Courage

One of the greatest things you can do for your own professional development and workplace happiness is practice professional courage. Professional courage involves directly and productively addressing conflicts, advocating for yourself and others on your team, and otherwise dealing directly and proactively with potential problems. It can be difficult to practice professional courage, as it involves taking risks – it can seem easier to let a conflict go unaddressed or to accept the status quo; however, allowing conflict to be unresolved, or your needs to go unmet, can breed resentment and undermine productivity and happiness. Professional courage helps to promote open communication in the workplace. It also assures that resentments and grudges do not fester. Learning to practice professional courage is a leadership skill which can help prepare you for, and make you a candidate for, more responsibility or promotions. But even if it does not lead to job advancement, practicing professional courage helps you stand out as a leader and someone who wants to promote the healthiest workplace.



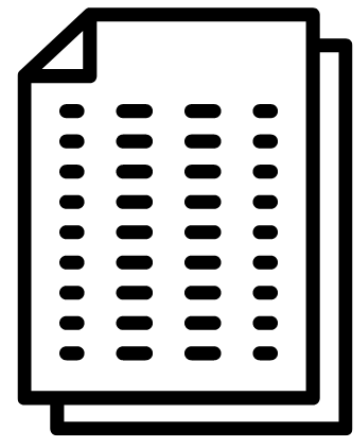
Handouts



Each course is provided with a wide range of worksheets.

Worksheets help check your participants' understanding. If a lesson calls for a worksheet, it will be listed in the Lesson Plan box under Materials Required. All worksheets are customizable and can be found in the Appendix of the Instructor Guide and the Training Manual.

As a trainer, icebreakers give your participants the opportunity to get to know each other better or simply begin the training session on a positive note. Icebreakers promote collaboration, increase engagement, and make your training more light-hearted and fun. Below is an example from the Icebreakers folder.



Sample Worksheet 1

Nightly Routine

In the space, create a list of things that you could do the night before to make your morning more peaceful and organized.

Icebreaker: Friends Indeed

PURPOSE

To get participants moving around and introduced to each other.

MATERIALS REQUIRED

- Name card for each person
- Markers

PREPARATION

Have participants fill out their name card. Then, ask participants to stand in a circle, shoulder to shoulder. They should place their name card at their feet. Then they can take a step back. You as the facilitator should take the place in the center of the circle.

ACTIVITY

Explain that there is one less place than people in the group, as you are in the middle and will be participating. You will call out a statement that applies to you, and anyone to whom that statement applies must find another place in the circle.

Examples:

- Friends who have cats at home
- Friends who are wearing blue
- Friends who don't like ice cream

The odd person out must stand in the center and make a statement.

The rules:

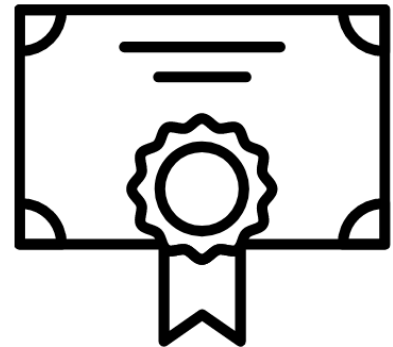
- You cannot move immediately to your left or right, or back to your place.
- Let's be adults: no kicking, punching, body-checking, etc.

Play a few rounds until everyone has had a chance to move around.

Certificate of Completion



Every course comes with a Certificate of Completion where the participants can be recognized for completing the course. It provides a record of their attendance and to be recognized for their participation in the workshop.



CERTIFICATE OF COMPLETION

[Name]

*Has mastered the course
Increasing Your Happiness*

Awarded this _____ day of _____, 20____

Presenter Name and Title
