



How to Have a Good Day

What constitutes a good day at work?

a good vibe with colleague
adult conversation
feeling accomplished
completion of task
some sort of success
production is up
positive collaboration
great coffee
energy
communication
a smile and hello
fun chats
accomplished
smiles
calmness
complete something
achieving goals
productivity
happiness
calmness
people
happy
social interaction
being on top of workload
team engagement
laughing
helping others
on top of things
achieving tasks
accomplishment
being able to help
feeling connected
feeling valued
satisfaction
getting lots done
feeling connected
finish projects
laughing with colleagues
helpful team
seeing other people
engagement with colleague
doing everything right
good colleagues
accomplished a lot
get things done
good results
good interactions
supported
appreciated



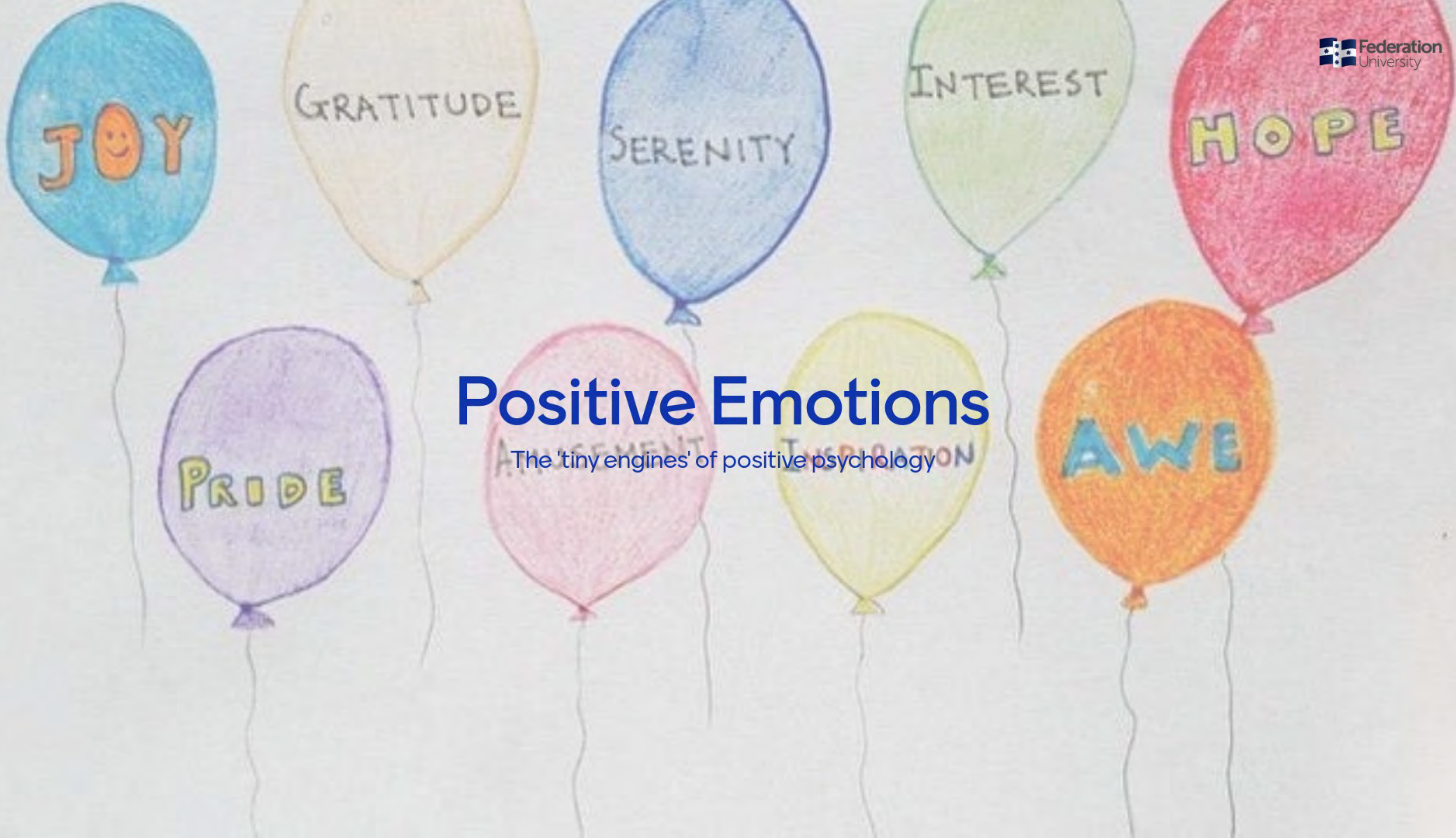
What constitutes a bad day?

out of control workload
incomplete tasks no plans come to fruition
overwhelmed with workload unrealistic workload
frustration confused uncertainty lack of direction
covid worries lack of a structure sense of no achievement no clear directions
to many emails tight deadlines clumsy colleagues negative vibes
not getting things done isolation stress pressure tricky situations feeling overwhelmed
lack of clarity pressure interruptions no communication
no conversation too much work tight timelines conflict tired rude people
stress pressure it issues frustration frustrated confusion endless b-to-b meetings getting no where negativity
being attacked it issues frustration frustrated confusion endless b-to-b meetings getting no where negativity
too much workload negative vibes all around inconsiderate comments unproductive
to many interruptions missing deadlines not resolving issues
conflicting commitments too many online meetings
feeling unappreciated




The Four (science backed) vital ingredients

- Experiencing Positive Emotions
- Feeling Connected
- Achieving Tasks
- Performing Meaningful Work



Positive Emotions

The 'tiny engines' of positive psychology



Positive emotions open our hearts and our minds, making us more receptive and more creative

The first truth





By opening our hearts and our minds, positive emotions allow us to discover and build new skills, new ties, new knowledge and new ways of being

Truth 2

Micro-moments of positivity accumulate over time and put us on a trajectory of growth

- Improves physical health
- Foster trust and compassion
- Buffer against depressive symptoms
- Help us recover from stress
- Foster better social connectedness



Gratitude is one of the easiest positive emotions to conjure up out of thin air



Right now - what are you grateful for?

Having a job

Having a job I love

lockdown ending tonight

End of lockdown

Working from home

That I have a job

Being alive

School is back tomorrow

Family

Right now - what are you grateful for?

Still having a job

Being employed

My wonderful family

The support of good friends

Family

Good health

I am very grateful to have been able to work throughout Covid & not suffer financial disadvantage

Being in good health and knowing that my loved ones are too

My health and well-being

Right now - what are you grateful for?

Interesting workload

my dog

Family is safe and healthy
COVID FREE

My family

Excellent health

Grateful that my family and friends
are all safe and well.

I have a job

Friends and family

Security in work, being at home with
the one I love

Right now - what are you grateful for?

Friends & family who love & accept each other as they are on any given day

Not being in NSW

My farm

feeling safe

Demonstrate gratitude for them and their contributions

Be respectful



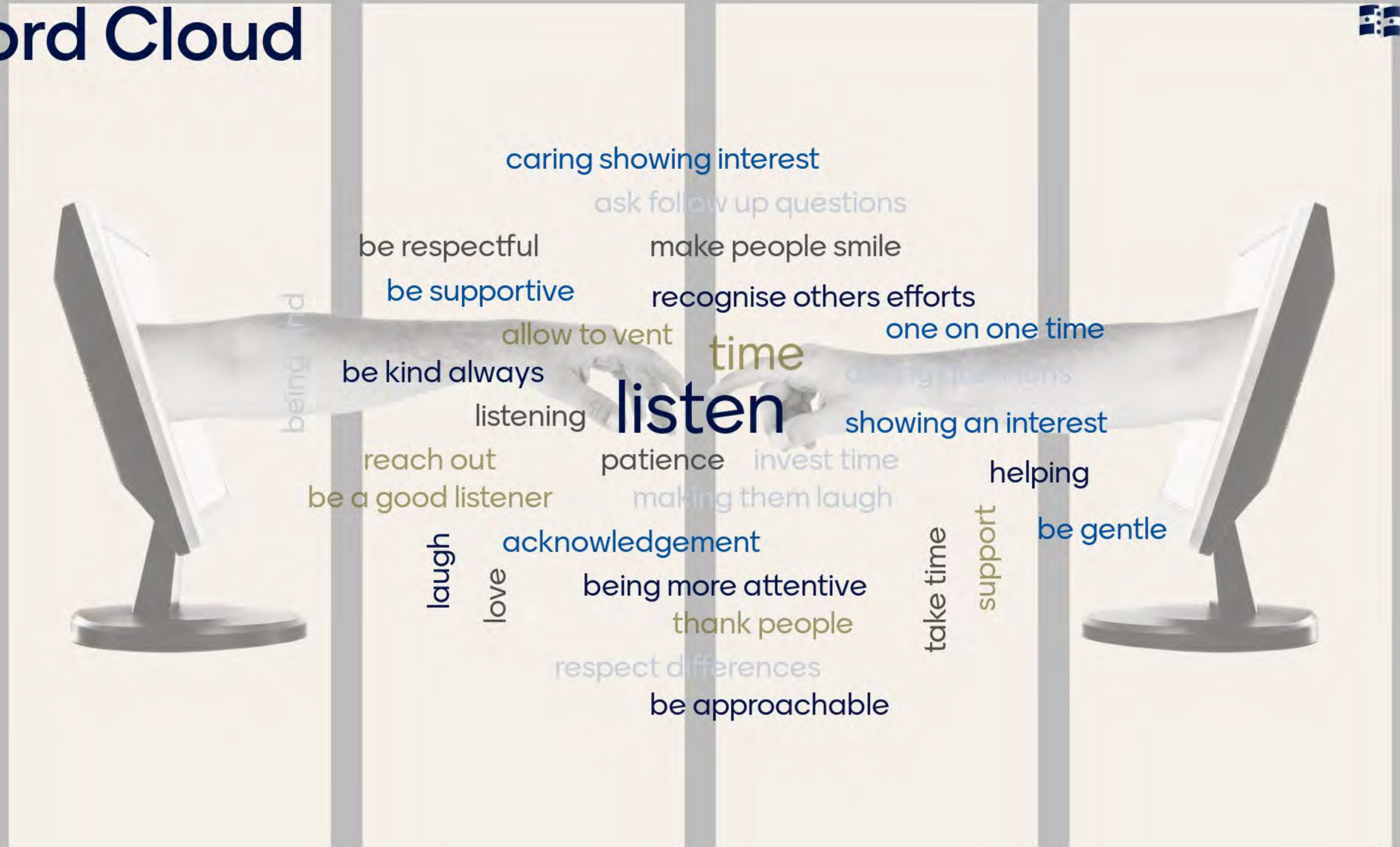
Feeling Connected

What are some of the ways we can deepen
our connection to those ...

DEEPEN CONNECTIVITY

... who really
matter to us?

Word Cloud



I'm checking in to make sure you're OK.

I'm here for you.

My name is: _____

I live at: _____

My number is: _____

If you need support –

- I am here to listen if you want to talk
- I can help with things like shopping, mail and dog walking
- I can: _____

For information on COVID-19 (Coronavirus) please head to the Australian Department of Health website www.health.gov.au or call 1800 020 080

If you or a loved one need immediate crisis and emotional support call Lifeline on 13 11 14

 RUOK?TM

ruok.org.au
#stayconnected

Seven ways to feel more loved and connected

- Celebrate **OTHER PEOPLE'S SUCCESS**. People we love feel closer to us when we actively rejoice with them.
- **CONSCIOUSLY PRACTICE GRATITUDE**. Every day, express appreciation to a friend or family member.
- Allow yourself to be **VULNERABLE**. Vulnerability can be uncomfortable, but it allows trust and intimacy to develop.
- Accept that people **ARE OFTEN ANNOYING**. Love them anyway.
- Learn to **APPOLOGISE EFFECTIVELY**. We all make mistakes; the trick is knowing how to repair them.
- **FORGIVE PEOPLE**. Forgiveness is not about erasing the original hurt; it is about choosing positive emotions over negative ones.
- **STOP THINKING ABOUT YOURSELF SO MUCH**. Turn your attention to the things that you can do to make **OTHER PEOPLE HAPPY**

Achieving Tasks



YOUR BRAIN

YOUR BRAIN ON MULTITASKING

ONE TASK



Start with single tasking



Ask yourself

- What is one (two or three) things(s) I need to achieve by the end of the day?
- When is my 'power' hour?
- At the end of the day reflect, rest & reset



Performing Meaningful Work



CLARIFY PURPOSE/MEANING

Having purpose is about **believing we are heading towards** something that we desire

... imposes a certain order on our lives
that enables us to navigate the
complex world we face

The **smallest thing can become meaningful**
when it is related positively to our goals

CLARIFY PURPOSE/MEANING



3. Can you see how that creates a benefit for someone?

2. Know how the things you do fit into the larger picture?

1. Do you understand what to do in your job and how to do it?



Three criteria for assessing meaning at work