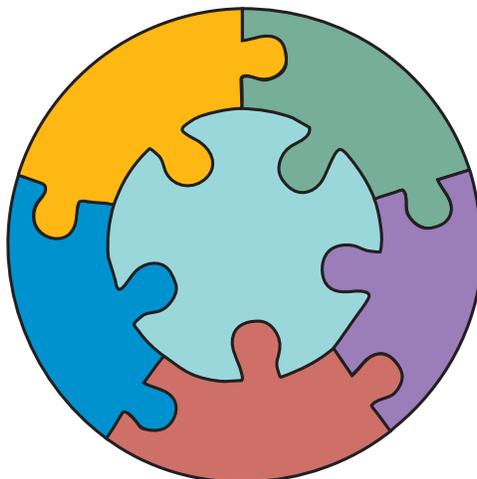


# WORK

We spend at least a third of our day at our jobs. How we work can have an impact on our well-being.

Here are some ideas to help make work a positive factor in our lives.

- Enjoy **HOW** you work, not what you do for work. 11~2
- Take initiative at work. 11~4
- Are there employment options closer to home? 11~6





## Enjoy HOW you work, not what you do for work.

For most of us, 40 hours a week are spent at our jobs. And although this work is necessary so we can pay our bills, buy food and take care of our families, many of us don't enjoy our jobs and are unhappy at our workplaces. But we don't have to be unhappy. Even if we aren't in our "dream job," we are still working and there are ways to enjoy that work.

*"Most people are about as happy as they make up their minds to be." ~ Abraham Lincoln*

### How to be happy at work:

*(About.com Human Resources)*

#### 1. Choose to be Happy at Work

Happiness is largely a choice and you can choose to be happy at work. Think positively about your work. Dwell on the aspects of your work you like. Avoid negative people and gossip. Find coworkers you like and enjoy and spend your time with them. Your choices at work largely define your experience. You can choose to be happy at work. Remember, a small shift in perspective equals massive shifts in results.

#### 2. Do a Great Job at Your Job

Even if your job is serving burgers at McDonalds, working as the checkout clerk at the local grocery store, or a high level manager at a big company, do the best job you possibly can. Be an example to those around you on how to work. Take great care of your customers and revel in every smile and "thank you" you receive. By doing a good job, you are honoring your own sense of self along with living up to your commitment as an employee.

#### 3. Avoid Negativity

Choosing to be happy at work means avoiding negative conversations, gossip and unhappy people as much as possible. No matter how positively you feel, negative people have a profound impact on your psyche. Don't let the negative coworkers bring you down.

#### 4. Do Something You Love Every Single Day

You may or may not love your current job and you may or may not believe that you can find something in your current job to love, but you can. Take a look at yourself, your skills and interests, and find something that you can enjoy doing every day. If you do something you love every single day, your current job won't seem so bad. Of course, you can always make your current job work or decide that it is time to quit your job.

#### 5. Make Friends

Liking and enjoying your coworkers are hallmarks of a positive, happy work experience. Take time to get to know them. You might actually like and enjoy them. Your network provides support, resources, sharing and caring.



## 6. **Take Charge of Your Own Professional and Personal Development**

You are the person with the most to gain from continuing to develop professionally. Take charge of your own growth; ask for specific and meaningful help from your boss, but march to the music of your personally-developed plan and goals. You have the most to gain from growing - and the most to lose if you stand still.

## 7. **Take Responsibility for Knowing What Is Happening at Work**

Don't just wait to be told things or given information or direction. Your boss is busy doing his job and he doesn't know what you don't know. Seek out the information you need to work effectively. Develop an information network and use it. Assertively request a weekly meeting with your boss and ask questions to learn. You are in charge of the information you receive.

## 8. **Ask for Feedback Frequently**

We all want and need positive reinforcement but if you aren't getting it at work, you can find yourself frustrated and doubting your abilities. If you feel this way, ask your boss for feedback. Tell him you'd really like to hear his assessment of your work and what you could improve upon. You are responsible for your own development.

## 9. **Make Only Commitments You Can Keep**

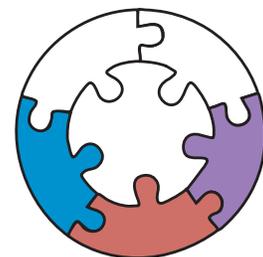
One of the most serious causes of work stress and unhappiness is failing to keep commitments. Many employees spend more time making excuses for failing to keep a commitment, and worrying about the consequences of not keeping a commitment, than they do performing the tasks promised. Create a system of organization and planning that enables you to assess your ability to complete a requested commitment. Don't volunteer if you don't have time. If your workload is exceeding your available time and energy, make a comprehensive plan to ask the boss for help and resources. Don't wallow in the swamp of unkept promises.

### **First steps:**

Before you go in to work each day, remind yourself that you are fortunate to have a job.

*“Far and away the best prize that life offers is the chance to work hard at work worth doing.” ~ Theodore Roosevelt*

*“When you understand that your happiness comes from the process, instead of the results, it becomes much easier to embrace the importance of working your hardest at every job. No matter what you're doing, try to work at that task like it's your dream job. Because your happiness ultimately comes from the WAY you work, not WHERE you work.” ~ Sean (P. Diddy) Combs*



*Enjoying HOW we work helps us thrive with our health, family and economy.*



## Take initiative at work.

Initiative can be something as simple as organizing the file office or helping out a coworker with a customer to bigger things like proposing new projects and more efficient ways of operating.

Initiative isn't about fulfilling your job description or doing just the duties assigned. It is about going the extra mile, identifying needs and solutions and helping out before being asked. It comes from having pride in your work and being a part of the success of the business you work for.

As you continue to take initiative at work, your boss will see that you are interested in your job, that you are adaptable and can anticipate what needs to be done, and do it. All these can indicate to your boss that you would be a good candidate for a promotion. In addition, you will be less bored at work because you won't be stuck in the same routine.

*“Folks who never do any more than they get paid for, never get paid for any more than they do.” ~ Elbert Hubbard*

### How you can start to take initiative:

1. **Act without being told.** If you see something at work that needs to be done, do it. When you see a need at work, or something to be done, step up to it if you can. The point is to be sensitive and be proactive.
2. **Do it right.** Learn to do the job right. It does not have to be perfect. Part of doing the job right is by taking the initiative to learn how to do it right.
3. **Ask necessary questions.** Asking questions is a great way to show that you are taking initiative by wanting to “know.” In a positive working environment, superiors are very responsive to answer good questions. If you don't know something, don't assume it is easy, just ask.
4. **Point out options** for other ways of doing things. If you think that there might be a more efficient way of doing a task, then point that out. It shows that you have thought about an issue. Don't just point out what is wrong, but provide potential solutions as well.
5. **Get involved** in other activities/duties at the workplace. Your job doesn't have to be limited to your job description. Offer to help with other projects. This can be fun and break up your day.



## Here are some ways:

- Begin new tasks before you are told.
- Make yourself available for extra work or overtime.
- Keep communication with superiors open.
- Make suggestions.
- Try to correct mistakes or problems.
- Work without supervision.
- Take on extra tasks such as helping with staff or charity events.
- Volunteer for committee work.
- Demonstrate a commitment to life-long learning.

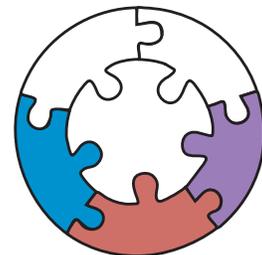
## First steps:

Look for work to fill spare time while you are at your job.

*“Don’t wait for extraordinary opportunities. Seize common occasions and make them great. Weak men wait for opportunities; strong men make them.” ~ Orison Swett Marden*

*“Success comes to the person who does today what you were thinking about doing tomorrow.”  
~ Unknown*

*“If your ship doesn’t come in, swim out to meet it.” ~ Jonathan Winters*



*Taking initiative at work is beneficial to our economy, health and family.*



## Are there employment options closer to home?

Our society is one where long commutes have become the norm. In some areas that might be necessary because there aren't many good employment options. You can probably find a higher-paying job in a larger community with more opportunities. However, sometimes staying closer to home can have its own benefits.

### Even if the job options closer to home don't pay as much, they have their own perks:

- You can save money in gasoline and wear and tear on your car.
  - If you are commuting 30 miles or more, you are spending on average \$8 a day just on gas. That's about \$40 per week just for gas and doesn't include the wear and tear on your car.
- You can save time with less of a commute.
  - That 30-mile commute probably takes you about 45 minutes. Double that and you are looking at 1½ hours per day in your car. And you still have to be at work for at least 8 hours.
  - Working closer saves precious time. Time that could be spent with your family or doing other things you enjoy besides sitting in traffic.
- Being in your community.
  - When we are stuck working in another city, we are missing out on all the things that are going on in our own town.
  - Working within your own community gives you the chance to meet more people in that community.
  - You will have more flexibility to be a part of your children's lives by being accessible to them during the day – school performances, sporting events or being able to pick them up from school when they are sick.

### First steps:

Add up your driving expenses and the time it takes to commute to your current job. Now look at other local job postings and evaluate if it would be worth it to work closer to home.



*Being able to work closer to home helps our family, health, community, economy and the environment thrive.*

### Resources for Employment:

- Find a Job, Utah Department of Workforce Services;  
[jobs.utah.gov/jobseeker/index.html](http://jobs.utah.gov/jobseeker/index.html)
- Employment Listings, Park Record;  
[parkrecord.kaango.com/browse/jobs-listings-resumes/927](http://parkrecord.kaango.com/browse/jobs-listings-resumes/927)