How You Can Build:  
Resiliency  
Mental Health and Wellness  
Stronger Communications  
Respectful Relationships  
Joyful Work Environments

CREATING HAPPINESS IN THE WORKPLACE

How You Can Practice:

**Mindfulness**
- One Moment Meditation® was brought into KP to address the “lack of time” employees feel they have to practice calming and focusing activities, by supplying them with a tool they can use in a “minute.”
- KP’s walking programs are a great way to “get out of your head” and reduce stress, anger, and anxiety.

**Gratitude**
- When you find yourself stressed or angry, immediately think of one thing you’re grateful for. You’ll find that it soon becomes two, and then three things.
- When we thank people for what they’ve done, we make us and them want to do more kind things and thank people in return. This creates a cycle of kindness and gratitude.

**Kindness**
- “Random acts of kindness” are spontaneous bursts of kind actions towards people – like paying for someone’s bridge toll behind you in line or helping a stranger take bags to their car.
- When you see your co-worker can’t get away from their desk . . . “I’m going to get some coffee, can I get you something?”

WAYS YOU CAN PRACTICE:

**MINDFULNESS**

Research is finding that if we break happiness down into three basic components of emotional well-being, and by consistently practicing them, we can create a pathway towards a more fulfilling and longer-lasting happiness.

**Think about it!** If you are focused on the present moment, not worrying about anything, thankful for all the goodness that you have, and treating people with kindness and respect . . . how could you not be happy?

It’s really a simple concept and when we understand how easy it is to practice and have it part of our daily routine, we can create happiness for ourselves at work, home or just about anywhere.

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SO, HOW DOES THIS WORK?

Happiness means a lot of things to different people (material, social, experiential, spiritual) and is usually not felt for as long as most people would like. So how do we get to the happiness where we feel good about ourselves; experience joy from the people, places, and things around us; and sustain that feeling for long periods of time?

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So let’s find out more about mindfulness, gratitude, and kindness. We think we know what they are, but you’ll be surprised at how much they really do to keep us happier longer. It’s also interesting how practicing these in the workplace can change your and your co-worker’s environment for the better.
MINDFULNESS

Definition: Maintaining an in-the-moment awareness of our thoughts, feelings, bodily sensations, and surroundings. It involves paying attention to these experiences in a non-judgmental and accepting manner. Basic meditation and relaxation exercises are common practices to achieve this.

Why it’s important: When we practice mindfulness, our thoughts are centered on the present. We don’t regret the past or worry about the future. Studies have shown that practicing mindfulness, even for just a few weeks, can bring a variety of physical, psychological, and social benefits, including increased resiliency.

• Mindfulness is good for our bodies, as it boosts our immune system and encourages mindful eating and motivated exercise.
• Mindfulness is good for our minds. It increases positive emotions while reducing negative emotions and stress. It may be as good as antidepressants in fighting depression and anxiety.
• Being calm allows us to be focused in the present moment, which opens us up to practicing other components such as kindness, compassion, gratitude, etc.
• Being focused on the present moment also allows us to address the reality of situations, take time to contemplate all angles, and create solutions that are not mired with stress or anxiety.

In the workplace:
• Mindfulness helps healthcare and mental health professionals cope with stress and connect with their patients. It increases positive feelings of self-compassion when continuously dealing with the problems of others.
• It reduces irritation, anger, and hostility among managers and coworkers. It improves happiness levels and the ability to listen and communicate more effectively.
• Large projects, coworkers out sick, or being thrown a task at the last minute might not seem as stressful if we looked at it from a “drama-free” perspective.
• The ability to do our work effectively and efficiently is increased if we center ourselves before or after a long meeting, when a problem arises, or an emergency is taking place.
• Relationships are stronger if we calm ourselves before or after having a difficult conversation.

GRATITUDE

Definition: The outward appreciation of the goodness we receive — knowing that the source is outside of ourselves and the wanting to return that goodness to others.

Why it’s important: It’s a relationship-strengthening emotion that allows us to see how we’ve been supported and affirmed by other people. Practicing gratitude has proven to be one of the most reliable methods for: increasing happiness and life satisfaction; boosting feelings of optimism, joy, pleasure, enthusiasm, and other positive emotions; and key in reducing stress, anxiety and depression.

• If we count blessings, instead of sheep: we spend less time awake before falling asleep, we get more hours of sleep each night, and feel more refreshed upon awakening.
• It increases resiliency and has been found to help people recover from traumatic events.
• It strengthens relationships by making us feel closer, more satisfied, and more committed to friends, family and those around us.
• Grateful people are more helpful, altruistic, and compassionate.

In the workplace:
• Gratitude helps employees feel more satisfied and accomplished, less emotionally exhausted, increases their job satisfaction, and reduces burnout.
• Don’t take for granted the small and large things that people at work have done to support you. Genuinely thanking them and letting them know the difference they made will energize them in wanting to make others feel as good as you made them feel.
• Thank people in-person as much as possible. It’s a much more powerful response.
• When we express gratitude to our coworkers and to our members, we create a positive environment for everyone.

KINDNESS

Definition: The quality of being friendly, having a concern for others, being helpful and/or generous, and the wanting to do something nice for someone just because we can.

Why it’s important: Doing something for someone else makes us feel good. Just as exercising releases endorphins, so does kindness. In order to be kind, we have to pay attention to what is happening around us. Then, we can see what there is to do.

• Kindness comes from the heart, for the more good things we do, we find that we are more altruistic, trusting, communicative, and believe in equality. Being kind reduces prejudice and bullying.
• The more people who experience kindness from us, the more happy people will be in our lives. When those around us are happier, our world becomes a brighter, lighter place to live.
• By recognizing someone’s need for help and acting on it in a compassionate manner, it makes the recipient feel valued, respected, and less alone. It also makes the giver feel better about themselves and more connected.
• One of the most common responses to kindness is gratitude. People appreciate what we’ve done for them and want to be around you.
• Kindness brings more kindness, because the impact of your action inspires others to be kinder.

In the workplace:
• Being too rushed to not acknowledge co-workers with a simple “hello” or “good morning” prompts others to think you are aloof, uncaring, and not a team player.
• Offer to take on some work when we notice that another person is overwhelmed or has too much on their plate.
• Acknowledge birthdays, special events in people’s lives, or team accomplishments.
• Stop criticism, gossip, and blame. There are no justifiable benefits to these forms of communication.
• Lead by example. Kindness brings more kindness, because the impact of your action inspires others to be kinder.