



# Global EAP Monthly

June 2017

## Five step programme: Happiness

Welcome to our five step plan to help you improve your overall happiness.

People may make many sacrifices in life in the pursuit of happiness and inner peace but it is not always successful. Sometimes we have to learn how to be happy.

This programme is not about simply putting a smile on your face. It's about inner harmony and happiness in life. We will initially ask you to take a look at yourself and then ask you to work on simple tasks that will improve your happiness.

### Step one: Celebrate what's good

Judging by our day-to-day conversations with friends, family and colleagues, not many people are happy, successful, or seem to be having a good time.

Sit down and make a list of 10 "successes" you have had in the last week. They are there if you look for them.

### Step two: Remember what's important

People become ill and unhappy because they forget what is important and/or they know what is important but their time, energy and attention is spent elsewhere. Concentrate on what is important to you and focus on where you are going.

Write down 10 things you love to do and then write down next to each of these activities the date you last did it.

People are also important. Write down 10 people that you love to spend "quality time" with and then write down next to each of these people the date you last spent time with them.

### Step three: Make changes

Imagine you go to sleep and while you are asleep a miracle happens. You wake up happier. Whatever problems you went to bed with are solved. Of course, this

## At a glance

There are five steps you can take to improve your overall happiness.

- Celebrate what's good.
- Remember what's important.
- Make changes.
- Create an initial action plan.
- Continue to improve and monitor your progress in achieving your goals.

## Did you know?

World Blood Donor Day is taking place on June. 14, 2017.



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has happened while you were asleep, so you don't know a miracle has occurred. Think of the aspects we have already covered.

What would be the first things you would notice that would tell you a miracle had happened?

Let's imagine a scale. The scale runs from zero to 10, and 10 represents the state of affairs when you have reached your miracle picture or desired outcome. Zero stands for when none of the things that you want are happening. Circle where you are now.

Why are you at this number, rather than a lower one?

What would you need to do to move one point up the scale?

#### **Step four: Create an initial action plan**

From any of your answers above, choose one goal that you wish to work on over the next week. Consider simple ways that you will achieve this goal. You may also need to consider if you need additional support.

Example goal: Improve the way I think

Example action plan: Think more positively

Now monitor your progress at the end of the week.

At the end of the week take a look at the barriers you faced and think of ways you can overcome these for the rest of the programme.

#### **Step 5: Continued improvements**

Now that you have completed week one, it's important to continue progress over the next three weeks. Begin each week with a set of three simple daily actions that can help you achieve your overall goals.

Example goal: Improve my finances

Example action: Reduce my debt

Once you have achieved your main goal, review the other goals you wish to complete and follow the same process. It is important to continually look at life to see if you can improve things. Remember, large steps aren't necessarily right steps, and right steps aren't necessarily large.



## Learn more

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