



# HAPPINESS HACKS

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# WHAT DO YOU SPEND THE LAST 10 MINUTES OF YOUR WORKING DAY DOING?

Perhaps you stare at the clock, count down the seconds until you're free. Or, perhaps you bury yourself in your work until the very last minute – then you grab your things and go without even saying goodbye to your colleagues.

Do any of the above resonate with you? If so then it is time to reassess your end-of-day routine and change your habits to help you become a better person and an employee who is happier and more engaged. We used to think that success comes before happiness but we now know through extensive research that happiness comes before success. So let's start the journey with a few tips to help you on your way.

How you finish the workday is very important. It can set your mood for the rest of your day; it may impact your personal relationships, overall level of happiness, and how well you sleep that night. Most notably – it will set the stage for the next day. So here are a few tips to help you.

# 1

## UPDATE YOUR TO-DO LISTS.

Always keep an eye on your ever-changing to-do lists. In the last 10 minutes of the day check your final progress against that day's objectives. Revise your final list accordingly while in the moment, rather than abruptly leave and hoping you will remember all the nuances of that day in the morning.

## 2

# ORGANIZE YOUR DESK AND DESKTOP.

Your projects take much longer to complete when you're not organized. "Having an orderly desktop and desk will help you think more clearly and prioritize more effectively. File digital and hard copy documents for easier access and greater efficiency when you need them next."

# 3

## REVIEW WHAT YOU HAVE ACHIEVED.

In addition to focusing on what you still need to do, it's important to look back on what you've done. Taking even one minute to review what you achieved can give you a sense of accomplishment, and on a particularly trying and busy day it can remind you that you got more done than you realized. Happiness research tells us that doing a simple routine like this, and taking the time to reflect on what you accomplished, is a key way to boost your overall level of happiness. The brain thrives on short-term-wins.

Successful people not only think about the projects they've handled that day; they try to analyze when and why things went right and wrong. Savvy professionals know that if they're not learning, they're not growing.

## 4

# VET "URGENT" COMMUNICATIONS.

You're down to the wire on your day, but the communications keep flowing; some urgent and some not – but all at the last minute. So put your time management skills to the test. Successful people are able to decide what requires a response and what can wait.

You want to defer long conversations that are sensitive until you and your colleague are at your best: in the morning.

# 5

## STAY FOCUSED.

Typically, you're not as sharp at the end of the day. This is a classic time when your mind can drift. Try not to allow yourself to get distracted or caught up in non-work related activities at the very end of the day.

Successful people have a list of items ready for the morning, and they identify their primary objectives for the following day. You may have two or three of them that are top of mind, but commit them to writing so you have a core foundation to work from the next morning.

The more you can get everything down on paper that is swirling through your mind, the more likely it is you'll be able to focus on the rest of your life with a clear head and be prepared and ready to go the following day.

## 6

# LET COLLEAGUES KNOW HOW ACCESSIBLE YOU WILL BE BETWEEN NOW AND THE MORNING.

The most successful people take a minute to determine how accessible they can and need to be between now and the following day, and then they communicate that to whoever needs to know. The most important question to ask yourself is, 'What mix of contact/accessibility will allow me the greatest peace of mind during my off hours?'

# 7

## REVIEW YOUR SCHEDULE FOR THE NEXT MORNING.

There's no worse way to start your day than arriving at the office and learning you have a big meeting in five minutes. Successful people know to review their schedule and plan for the following day – and most importantly, visualize how the day will unfold. This will allow you to go into the next workday feeling better prepared, more confident, and less stressed.

Great workplaces are built on a foundation of gratitude and recognition. Creating a habit around thanking someone at the end of your workday is an incredibly effective way to boost your own happiness level and allow yourself and others to leave on a high note. Try to pay 3 gratuities every day as a habit.

## 8

# ALWAYS LEAVE ON A POSITIVE NOTE.

Before you head out, give yourself a psychological boost by smiling. It will prepare you to exude a more upbeat vibe as you check out with your coworkers. Successful leaders leave a good impression at the day's end, as that's the demeanor that sticks until the next morning.

## 9

### SAY YOUR GOODBYES.

A friendly “goodnight” is highly underestimated and requires very little effort. It reminds your team that you are a human being, not just a colleague. It also gives your coworkers a heads up that you’re leaving for the day.

# 10

## LEAVE.

Successful people avoid the temptation to linger. They know how important work-life balance is, so they try to leave the office at a decent hour. Staying around for no good reason will limit your level of energy, engagement and success when you need it tomorrow.

Remember. Happiness is a choice. Whether it is working with dedicated teams building the competencies to launch new products and services, helping companies with transformational change or growth, or ensuring an effective culture re-organization, Devin C. Hughes Enterprises LLC has a long and successful track record of success.

For over two decades, we have worked with the world's most distinguished organizations to deliver Big Ideas and Best Practices to leaders at all levels, managing a global workforce, and competing for the future.

Our vision has always been to create impact by delivering knowledge solutions that can change the world.

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If you think happiness matters and want to be part of  
creating a happier society for everyone, then join  
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