

50 Ways to be Happier in your Job and Home

by Harban Singh

01 Decide to be happy always. Don't let anyone change this golden rule. It is your fundamental right. No one can take this away from you.

02 Put more "FIRE" (flexibility, imagination, resourcefulness and enthusiasm) into your work. Being on "FIRE" is imperative and it gives you an edge.

03 Start the day right by greeting people and doing the important items first.

04 Building a good work relationship with your boss is essential. He can be your guru and mentor.

05 Understand that the essence of being a good employee is knowing your job well with the right business acumen. Besides technical skills, you need the all-important soft skills, especially people skills (or interpersonal skills). It makes your job more fun and exhilarating.

06 Self-management and self leadership are the key steps to being a more productive employee. Read more on this subject.

07 Leadership is a lot about influence. Use it favourably. If you cannot be a leader in some occasions, be a good follower.

08 Learn to be a supporter of company events and department activities which are networking opportunities. Socialise. They may be your bosses one day or vice versa.

09 Know your industry players and connect to them so that you are well versed in your field and if you are good, the head hunters will seek you out.

10 Stay positive to your realistic goals and go for it. As the saying goes: "If the mountain is not coming to Muhammad, Muhammad is going to the mountain."

11 Do a personality profile of yourself and admit your development needs. Work on it.

12 Stay away from toxic unsuccessful people. Their common denominator is procrastination, indolence, gossip and griping.

13 Top complaining about your

the problem or you are the part of the solution. Stand up and be counted!

14 Celebrate joyous occasions with colleagues and neighbours. You deserve it and it brings the best of social events in you if you know that "all work and no play make Jack a dull boy".

15 Find time to plan daily for the next day's work. Likewise, plan on Fridays for next week's activities. Experts say one hour of planning can save you three hours of time. Ponder!

16 Improve your communication skills (speak, write, listen, pause, observe body language.) These habits will take you far in your career.

17 Improve your leadership skills. Observe in the office those leaders that are good performers. What makes them tick and succeed?

18 Be creative. It is refreshing and innovation makes you save time and money.

19 Read developmental books and biographies and not topics which you are already good at.

20 Help take the lead whenever you can e.g. being the leader of the focus team or the chairman of the safety or work committee. You will get noticed and it improves your leadership.

21 Everything you need to do is in the internet. Hence, don't fear responsibility. Work on your business acumen, relationship skills and assertiveness, which will take you far.

22 The high achievers and happy people are those who seek balance, both at home and work. If you are happy at both ends, it is self-fulfilment. Go for it with grace.

23 Prioritise your work. Apply the 80:20 (Pareto principle) rules with discretion.

24 Improving your competencies such as leadership and communication skills are rudimentary but you also need to have a good relationship with your peers and teams

25 Integrity leads and lasts. This adage will take you far whether you wish to be Jack Ma, Mark Zuckerberg, Tony Fernandes or Tun Dr Mahathir Mohamad.

26 Go for holidays where you will be refreshed not stressed. A trip

to Genting's and Taman Negara are two worlds apart. A good holiday increases your energy and spirits.

27 Love yourself and understand yourself more profoundly before you learn to advise your neighbours and colleagues.

28 Have time for the great pursuits of life like listening to good music, listening to the wind, waves and water. Listen to the good points of a speaker.... they are contagious!!

29 Learn to connect with nature. It raises your spiritual strength, mind heart, body and soul. Unearth it!!

30 Take sports that you can improve your muscles, adrenalin, companionship and energy.

31 Take the path less travelled sometimes. It gives you a different perspective and edge and your connection to the business world or environment is enhanced.

32 Your health is obtained via exercise, coping skills, controlling stress and consuming healthy food. You are what you eat.

33 Spend time with your loved ones more. Time spent well is an investment for the future, especially for the kids.

34 Don't micromanage your staff. Apply situational leadership.

35 Help develop your staff via coaching. On-the-job-training is still the best form of training.

36 Leverage technology to improve yourself. Any skills training will benefit you someday. Also, go to YouTube and view thousands of educational and leadership programmes.

37 Reduce time on the idiot box (TV). Most of the programmes are a waste of time.

38 Read less of the newspapers. Only glance the news and read what is pertinent.

39 Family activities are the nucleus of team building. The same goes for your departmental staff activities. "United, we stand, and build the team."

40 Define your success. Success means different things to different people. Be truthful.

41 Always add value to a conversation or meeting. If you have nothing to say, remain silent. Meetings are stretched mainly due to lack of agenda, poor chairperson and over talking. Silence is golden. Learn the art and beauty of active listening.

42 Engage with your staff. Listen to their ideas. They have potential and are part of your team to improve productivity. This is part of talent management.

43 To improve on productivity, remember there's always another or newer way to improve. Be receptive. Be resourceful. Seek it.

44 One of the biggest complaints of bosses on their subordinates is the attitude and mindset. Be among the positive mindset.

45 Enrol in more learning like an MBA class or improving your key competencies needed for your present and next higher job.

46 One of the biggest dislikes against the younger generation is the need to read more and align to achieve synergy among all generations. Baby boomers need to talk less.

47 Integrity leads and lasts. Without it nothing matters. Are you person with good values?

48 Contribute articles to the journals and media and get noticed. It encourages thinking.

49 Development of your staff, including your loved ones at home, is one of the greatest pursuits of good managers.

50 Cheer up. The best days have yet to come. "Anything the mind can conceive and achieve, it can achieve."



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