

HAPPINESS AT WORK

Factors that influence contentment on the job



What is Happiness?

- A state of well being or contentment.

-Merriam Webster Dictionary



What is Work?

- Physical or mental effort or activity directed toward the production or accomplishment of something.

-Merriam Webster Dictionary



What is Happiness at Work?

- A pleasurable state of well-being, contentment or satisfaction while making an effort to accomplish something.

-Merriam Webster Dictionary



Why is Happiness Important?

- “Happy people earn more money, display superior performance and perform more helpful acts which typically exemplify success at work...Positive affect leads to improved work outcomes.”

-Boehm & Lyubomirsky



Happy Employees

- “Your happiest employees are 47% happier than their least happy colleagues.”

-Jessica Price-Jones

- Are more resilient

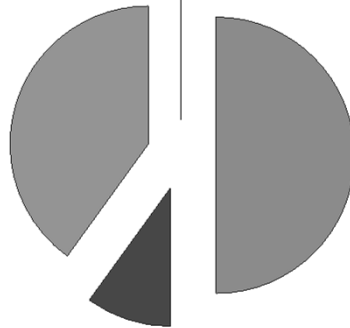
-Fredrickson

- Live longer and are healthier

-Danner & Chan

What Determines Happiness?

Intentional activities ~ 40%



Genetics ~ 50%

Life Circumstances ~ 10%

Lyubomirsky, S. (2008) *The How of Happiness*. New York: Penguin

Intentional Activities

Concrete actions that bring a sense of:

- Well-being
- Satisfaction
- Engagement
- Meaning in your work

Find Meaning

“... of all the events that can make for a great workday life the single most prominent is simply making meaningful progress on daily work. (Employees) have to feel there is something meaningful in what they do.”

-Teresa Amabile



Actions

- Define goals in your terms
- Find value in everyday tasks
- Believe in your own abilities
- Appreciate your small accomplishments

Use Your Strengths

Job satisfaction increases when employees use their skills in a way that contributes to the organization.

People who know and use their strengths tend to be better performers.

-Gallup Polls 2011, 2012



Areas of Strength

- Knowledge, curiosity*, planning, goals
- Persistence, focus, organization, integrity
- Kindness, gratitude,* forgiveness*, humility
- Leadership, fairness, diplomacy, straight talk
- Stress tolerance, self-regulation, vitality*
- Optimism, hope,* humor, open-mindedness
- Give and receive love*
- Personal style

Actions

- Identify what you do well
- Listen to your feelings while working
- Know what activity precedes satisfaction and do more of it
- Pay attention to compliments
- Appreciate your accomplishments

Smile and Laugh

Laughter...

- relaxes your whole body
- boosts your immune system
- protects the heart by increasing blood flow
- relieves stress and improves mood
- helps defuse conflict
- enhances teamwork



-Melinda Smith, Gina Kemp, Jeanne Segal

Actions

- Greet people with a smile, even on the phone
- Tell a joke
- Keep a humor journal
- Think of something funny; laugh on purpose
- Laugh at situations rather than bemoan them

Gratitude

Extensive psychology research shows that gratitude skills increase happiness.

-Emmons, Lyubomirsky, Seligman, Johnson



Action

- Say “Thank You” every day
- Keep a gratitude diary, 3 to 5 things each day
- Appreciate yourself
- Look for a good in a bad

Kindness and Generosity

Almost any act of kindness boosts happiness.

-Sonja Lyubomirski; David Hamilton

The secret to both happiness and productivity at work
is in giving back to people.

-Grant; Dunn; Post



Actions

- Compliment, thank you, act of kindness
- Speak respectfully, avoid criticism
- Develop a helping habit at work
- Volunteer
- Donate
- Do a favor

Rethink the Negative Self-Talk

“To change our job we must change the way we think about it.”

-Rao Srikumar

“Unhappiness is the feeling that accompanies negative thinking about our lives.”

-Richard Carlson



Actions

- Take back your power of choice
- Notice and question thoughts
- Replace: can't, awful, should, and have to
- Change your focus
- Try an optimistic outlook
- Put it in perspective

Build Relationships at Work

Experts at the Gallup Poll Organization suggest that people need to have good friends at work.

-Dilner

- In research studies, social support was the best predictor of happiness during stressful times.

-Shawn Achor, Tal Ben-Shakar, Stone



Actions

- Smile and say hello
- Ask about family, mutual interests
- Walk with someone on break
- Positive comments
- Bring snacks
- Find ways to make working together more fun

Take a Mindful Break

“Giving full attention to the present, without worries about the past or future.”

-Thondup 1996

“The more rapidly I learned to quiet my mind and relax my body, the more restored I felt afterward.”

-Thomas Schwartz



Actions

- Breathe slowly and deeply for one minute
- Find a quiet focus
- Picture peacefulness
- Relax in the present moment
- Stand up, stretch, and think “relax”

Keep Moving

Research shows physical exercise strengthens the mind and the brain, reduces stress and promotes growth of new brain cells.

-Marissa Toussaint

Employees who have daily routines of physical activity at work tend to be more engaged and energetic on the job than those who stay glued to their chairs.

-S. Toekr, M. Biron



Actions

- Stand up
- Stretch
- Walk; plan to go with someone
- Get a drink of water
- Schedule an activity at the same time each day

Take Control of Your Workspace

- Research shows employees who have some say in how their workspace is arranged are happier and more motivated at work
- Outer order contributes to inner calm

- Craig Knight

-Gretchen Ruben



Actions

- Personalize
- Organize
- Keep a plant
- Clean off your desk at the end of the day

Workspace

- “If a cluttered desk is a sign of a cluttered mind, of what then is an empty desk a sign?”
Albert Einstein

Neat or messy...It's all relative



Picture (www.forbes.com)

Choose To Be Happier At Work

- Healthy energy
- Optimistic frame of mind
- Personally meaningful goals
- Everyday acts of kindness



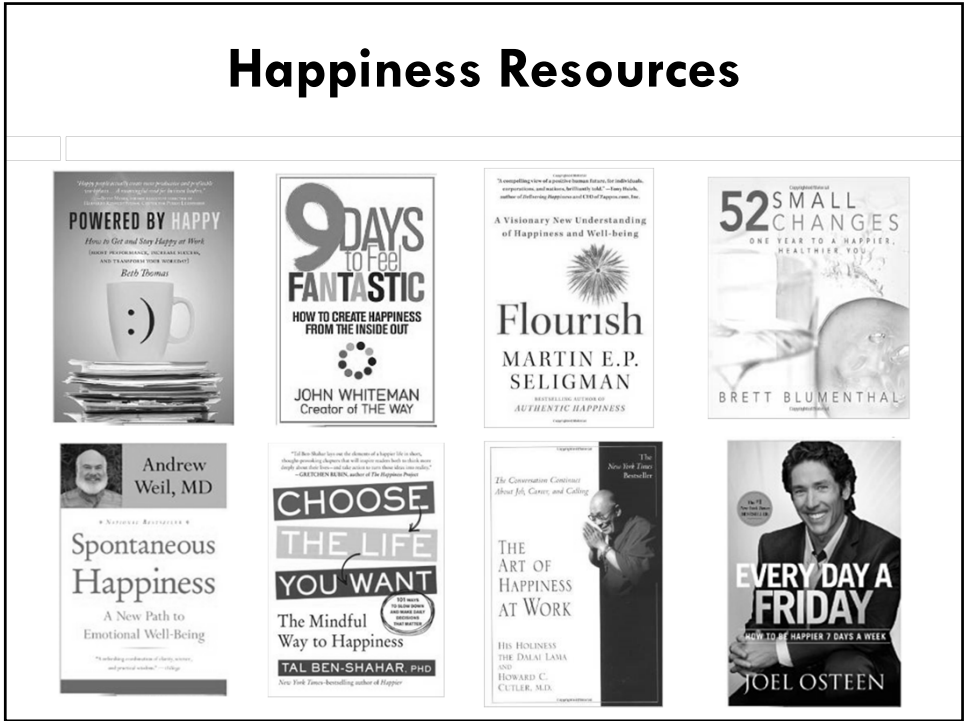
Questions?



HAPPINESS RESOURCES AT THE STATE LIBRARY

Kentucky Department for Libraries and Archives
Division of Library Services

Happiness Resources



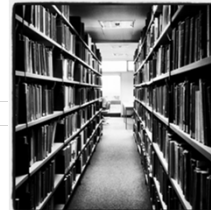
Happiness Resources



Happiness Resources



How do I find materials?



- KDLA WorldCat Discovery
 - <http://kdla.kyvl.org>

- Kentucky Libraries Unbound (KLU)
 - <http://kdla.ky.gov/employees/downloadingmedia/Pages/default.aspx>


WorldCat Discovery Catalog @ kdla.ky.gov

Ky.gov An Official Website of the Commonwealth of Kentucky

Search

Kentucky Department for Libraries and Archives

Librarians - Archivists - Researchers - State Employees - Records Management -



Supporting School Readiness through S.T.E.M.
KDLA & Kentucky Science Center partner to bring innovative exhibit to public libraries.

Upcoming Events & Closures

- Dec 23 - Christmas
- Dec 26 - Christmas
- Dec 30 - New Year's
- Jan 02 - New Year's

kdla.ky.gov/Pages/default.aspx#r100_r100_m_g_8a2d5c36_516c_4bec_9bef_81718a8bce62_r100

KDLA WorldCat Discovery

Ky.gov An Official Website of the Commonwealth of Kentucky

Search

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Common Content / KDLA WorldCat Discovery

KDLA WorldCat Discovery

search KDLA WorldCat Discovery Advanced Search

KDLA WorldCat Discovery offers quick and easy searching of KDLA's collections, and the collections of other libraries worldwide.

STATE GOVERNMENT EMPLOYEES	KENTUCKY PUBLIC LIBRARIES
<p>"Placing HOLDS in WorldCat Discovery" (video, October 2015, 6 min.)</p> <p>NEW! "Requesting Interlibrary Loan (ILL) in WorldCat Discovery" (video, March 2016, 7 minutes)</p> <p>"Setting/Resetting your KDLA LIBRARY ACCOUNT in WorldCat Discovery" (video, July 2015, 6 minutes)</p>	<p>WorldCat Discovery for your Kentucky Public Library</p> <p>NEW! "Searching for Kits in WorldCat Discovery" (video, April 2016, 10 minutes)</p>

State Library Hours

9 am - 4 pm ET, Monday - Friday
Staff available by phone and [Ask a Librarian](#)
8 am - 4:30 pm ET, Monday - Friday
[See calendar](#) for upcoming closures & holidays

Kentucky Department for Libraries and Archives

Search: JOB SATISFACTION

Advanced Search

KDLA WorldCat Discovery > 150,266 Results

Sort by: Library and Relevance

Library: Libraries Worldwide, Kentucky Historical Society, Kentucky Department for Libraries and Archives

Content: Full Text, Peer Reviewed (54025)

Format: All Formats, Article/Chapter (99256), Article (83511), Chapter (12176), Book (40040), Thesis/dissertation (20459), Print book (10482)

Databases: All Databases

- The three signs of a miserable job : a fable for managers (and their em...** 1 OF 1 AVAILABLE
by Patrick Lencioni
Print book ©2007
Database: WorldCat
Held by: Kentucky Department for Libraries and Archives
State Library General Stacks 658.314 Lenc Available
- Fish! tales : real-life stories to help you transform your workplace and...** 1 OF 1 AVAILABLE
by Stephen C. Lundin, Harry Paul, John Christensen, Stephen C. Lundin
Print book ©2002
Database: WorldCat
Held by: Kentucky Department for Libraries and Archives
State Library General Stacks 658.314 Fish Available
- Joy at work : a revolutionary approach to fun on the job** 1 OF 1 AVAILABLE
by Dennis Bakke
Print book ©2005
Database: WorldCat
Held by: Kentucky Department for Libraries and Archives
State Library General Stacks 658.314 Bak Available
- Department of Social Insurance employee job satisfaction study** 1 OF 1 AVAILABLE
by Gerard Barber, Denise Dinnen, Denise Dinnen, Kentucky Department for Social Insurance, Kent Sch...
Print book 1982
Database: WorldCat

Kentucky Department for Libraries and Archives

Search: JOB SATISFACTION

Advanced Search

View Filters KDLA WorldCat Discovery > 150,266 Results

1. **The three signs of a miserable...** 1 OF 1 AVAILABLE

2. **Fish! tales : real-life stories to...** 1 OF 1 AVAILABLE

3. **Joy at work : a revolutionary a...** 1 OF 1 AVAILABLE

Joy at work : a revolutionary approach to fun on the job

by Dennis Bakke
Print book ©2005
Database: WorldCat
Held by: Kentucky Department for Libraries and Archives

Description

Holding Libraries 1,033 Libraries

Editions & Formats 10 Found

Availability

- Kentucky Department for Libraries and Archives 1 available

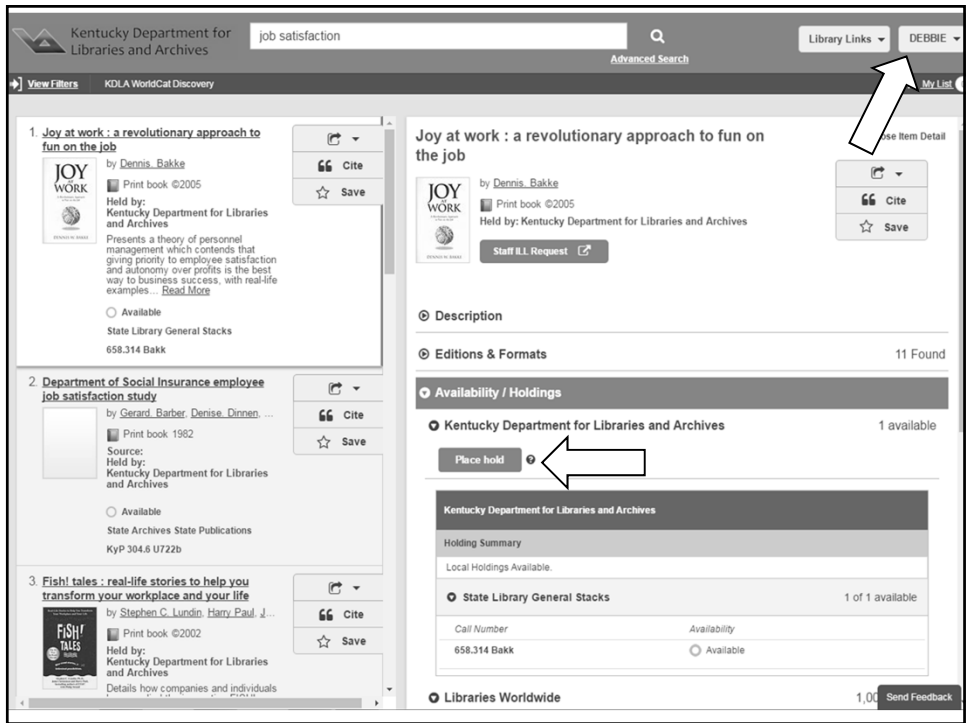
Place hold

Holding Summary

Local Holdings Available.

- State Library General Stacks 1 of 1 available

Call Number Availability



The screenshot shows a library catalog interface for the Kentucky Department for Libraries and Archives. A search for "job satisfaction" has been performed. A "Place Hold" dialog box is open, asking for confirmation to place a hold for the book "Joy at Work: A Revolutionary Approach to Fun on the Job" by Dennis Bakke. The dialog includes fields for "Pickup location" (set to "Send to my office") and "Set hold schedule (optional)". The background shows search results for this book, including its availability at the State Library General Stacks (658.314 Bakk).

The screenshot shows the homepage of the Kentucky Department for Libraries and Archives. The navigation menu is open, highlighting "Download Audiobooks and Ebooks". The page features a banner for "science in play2go" and a section for "Upcoming Events & Closures" listing dates from Dec 23 to Jan 02.

Kentucky Libraries Unbound

Ky.gov An Official Website of the Commonwealth of Kentucky

Kentucky Department for Libraries and Archives

- Librarians
- Archivists
- Researchers
- State Employees
- Records Management

- Kentucky State Government Employees - Welcome!
- Ask a Librarian
- Research Databases
- Training Events Calendar for State Employees
- Archived Training Sessions
- Library Account Application
- Call Us
- Download Audiobooks and Ebooks
- Technology Training for State Employees
- Resource Lists
- Kentucky State Publications
- KDLA WorldCat Discovery

science in play2go

Supporting School Readiness through S.T.E.M.
KDLA & Kentucky Science Center partner to bring innovative exhibit to public libraries.

Upcoming Events & Closures

Dec 23 - Christmas
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Kentucky Libraries Unbound

Kentucky Department for Libraries and Archives

Librarians - Archivists - Researchers - State Employees - Records Management -

State Employees / Downloading Audiobooks and Ebooks

Downloading Audiobooks and Ebooks

State government employees can download digital audiobooks and ebooks due to a partnership agreement with Kentucky Libraries Unbound (KLU). Members of the general public should check with their [local public libraries](#) about downloadable digital resources available to them.

CAUTION You may download resources over the Internet using your home computer or personal devices. If you want to download titles at work, you must adhere to your agency's IT policies. You cannot use any library's public computers to download titles.

Before you start:

- You must have a valid State Library account to download titles. If you need to sign up for an account, [apply here](#).
- If you have lost your account number, contact the Reference desk through [Ask a Librarian](#) or by calling 502.564.8306 or 800.928.7000.

Getting Started in KLU:

- Connect to [Kentucky Libraries Unbound](#)
- Set up [your account](#) (look for "account" in the top right hand corner).
- Select "KY Dept for Libraries and Archives" as your library. When prompted, enter your State Library account number and password.

Getting ready to download:

- Audiobooks: Install the [OverDrive's desktop app](#) on your computer
- Ebooks: Install [Adobe Digital Editions](#) on your computer
- Kindle books: You will need a free Amazon account, Kindle device or the Kindle reading app
- Use the "Help" link in the top right hand corner for more detailed instructions. Select the OverDrive Help tab for how-to videos on getting started and downloading titles.

Need help?

If you need help, send your question by email through the [Ask a Librarian](#) service. The reference staff will be happy to assist!

Get Ready: Browse! Checkout! Download!

Want to know more about downloading audiobooks and/or ebooks? Take the free, online class that covers the basics of what Kentucky Libraries Unbound is and how to use it. Check the [training calendar](#) for upcoming class dates.

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- Records Retention Schedules
- Kentucky Talking Book Library

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<https://kyunbound.overdrive.com/boone-librariesandarchives/content/media/205475>

More KDLA Services

- Ask A Librarian
 - Ask a question, get help with research, etc.

- Interlibrary Loan
 - Get materials we don't have in our collection

The screenshot shows the KDLA WorldCat Discovery interface. At the top, there is a search bar with the text "job satisfaction" and a search icon. To the right of the search bar are "Library Links" and "DEBBIE" buttons. Below the search bar, there are navigation options: "View Filters", "KDLA WorldCat Discovery", and "My List".

The main content area displays search results. On the left, there is a list of results numbered 51 to 55. Each result includes a title, author, and "Print book" information. On the right, there is a detailed view of the selected item, "Job satisfaction around the academic world" by Peter James Rentley, a 2012 print book. This view includes a "Staff ILL Request" button, a "Description" section, "Editions & Formats" (17 Found), and "Availability / Holdings" (18 Libraries). A "Request Item" button is highlighted with a white arrow. Below this, there is a "Search location" field with the text "300 Coffee Tree Road, , Frankfort, US-KY" and a search icon. A table lists the libraries and their distances from the search location:

Institution	Libraries	Distance
Middle Tennessee State University James E. Walker Library	James E. Walker Library	181.82 mi Map
Baker & Taylor Inc Library	Technical Services & Product Development	300.60 mi Map
Northern Illinois University		330.75 mi Map
Library of Congress		427.43 mi Map
University of Pennsylvania	Van Pett Library	532.73 mi Send Feedback

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Kentucky Department for Libraries and Archives

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Ask a Librarian

Research Databases

Training Events Calendar for State Employees

Archived Training Sessions

Library Account Application

Collections

Downloading Audiobooks and Ebooks

Technology Training for State Employees

Resource Lists

Kentucky State Publications

KDLA WorldCat Discovery

Upcoming Events & Closures

- Dec 23 - Christmas
- Dec 26 - Christmas
- Dec 30 - New Year's
- Jan 02 - New Year's

kdl.ky.gov/employees/Pages/default.aspx

Ask A Librarian

Information Requested

Subject *

Maximum Allowed: 140 characters. Currently Used: 0 characters.

Your Request *

Date Answer is Needed by

MM / DD / YYYY

Contact Information

Name *

First Last

Email *

Phone

Maximum Allowed: 25 characters. Currently Used: 0 characters.

Cabinet *

Department or Agency *

Building

Street

Maximum Allowed: 100 characters. Currently Used: 0 characters.

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37 C.F.R. §201.14(b)

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 - Choose where to save file
 - "Save"

- **Call KEAP at:**

- 502-564-5788
- 800-445-5327
- <http://personnel.ky.gov/emprel/keap/>

- **Call KDLA at:**

- 502-564-8306
- 800-928-7000, option #3
- Ask A Librarian

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 [@KYStateLibrary](https://twitter.com/KYStateLibrary)