

Loving Your Work & Loving Your Life

When You Are Loving Your Work . . . It Shows

- You don't struggle to stay focused on work.
- You think, "I hope I get to..." instead of, "I hope I don't have to."
- You enjoy attending and actively participating in staff meetings.
- You think about winning – not merely surviving.
- You're excited about what you're doing and the people you're doing it with.
- You view success in terms of fulfillment -- not just money.
- You get energized when you talk about what you do.
- You promote your work proudly.
- You feel like your work is an extension of who you are.
- You find yourself interested in extra items not assigned to you.
- You leave work with items on your to-do list you're excited about tackling tomorrow.
- You help without thinking. You often go the extra mile.
- You work at not letting others down.
- You are others centered – you put the spotlight on customers and co-workers.
- You look for ways to share credit with others.
- You want to exceed other's expectations of you.
- You have an attitude of gratitude and look for what is going well.
- You don't mind working your weekend away.
- You have friends at work, and they may become your best friends.
- You enjoy working with people you like and respect.
- You enjoy helping your colleagues. You're as invested in their success as your own.
- You rarely talk negatively about others – rather your focus is on the good things they do.
- You enjoy your time at work.
- You hardly ever look at the clock. You're surprised when it's already five o'clock.
- Your days fly by because you're engaged and enjoy what you're doing.
- You see weekends as a way to recharge for Monday.
- Because your work matters to you, you don't dread Monday's;
- You aren't bothered by typical annoyances at work.
- You rarely complain, but when you do, you offer solutions.
- You don't mind the challenges and struggles.
- You feel tired at the end of the day, but in a satisfied way.
- You feel fulfilled because you are working on something that will make a difference.



When You Are Not Loving Your Work . . . It Shows

- You do not look forward to going to work.
- You notice you are less patient and less forgiving.
- You are using more sick leave and vacation days and are generally late to the office.
- You shun extended hours or extra assignments.
- You are happy with doing the bare minimum.
- You have stopped volunteering for new responsibilities.
- You frequently catch yourself zoning out or day-dreaming while at work.
- You frequently feel restless and / or stressed at work.
- You have been socializing less and less with your colleagues.
- You feel a loss of energy when you think of your work.
- When out with friends, you get depressed at the mention of your professional life.
- You find yourself checking openings / vacancies on a daily basis.
- You are spending too much time surfing the internet and reading junk mail.
- You are spending too much time complaining about your organization and your work.



Staying On Track To Enjoying Your Work

Choose Happiness

- Choose to be happy at work.
- Be grateful that you have a job.
- Realize you are designed to work.
- Understand work takes place in an imperfect world. There is no perfect workplace.
- Your work supplies provisions for yourself and your family.
- Your work contributes to the common good.
- Remove the pursuit of riches – pursue purposeful excellence.

Be Prepared

- Mentally prepare for the week and each day.
- Face work each day with a focus on the positive.
- Give yourself an attitude check-up every day.
- Show up to work consistently early. And use that golden hour for a fast start.
- Take pride in how you look. Dress from the front of closet.
- Take pride in your work space. De-clutter your office.
- Make it more inviting. Invest in some attractive work tools.
- When at work, be at work.
- Create a realistic task list. Value output over hours.
- Develop concentrated focus, and stay away from multitasking.
- Control the amount of time spent with electronic devices.
- Stay away from time-wasting web sites and junk e-mails.
- Consider telecommuting / working from home at least one day a week.
- End each Friday well.

Take Care Of You

- Take care of yourself before helping others.
- Use your body as an earlier warning sign. What is it saying to you?
- Maintain a healthy diet and exercise program.
- Get enough down time and sleep.
- Take a break every hour. Don't skip lunch.
- Get some exercise for a midday energy boost.
- Take your holidays and vacations. They help to re-energize you.

Focus On Career

- Focus on what you like about your work and ramp it up.
- Think about what your current job can lead to.
- Take charge of your own professional and personal development.
- Understand your strengths and your limiting step.
- Get up to speed in your profession.
- Commit to lifelong learning. Learn as much as possible.

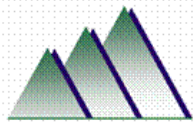
- Be the best at something.
- Write down creative sparks.
- Knock something out of the park. Make yourself valuable.
- Raise your hand -- ask for new duties.
- Come up with ideas to make the organization better.
- Set small professional goals for yourself that are within your control.
- Create long-term challenging goals.
- Become best friends with your co-workers.
- Work to gel with the team. Work with the difficult team members.
- Under promise and over deliver. Make only commitments you can keep.
- Gravitate to and collaborate with the people you like.
- Pay attention to how you label people, issues, and events.
- Stop hanging with the haters.
- Have a confidant to share your struggles.
- Have fun with the people you work with.

Master Communication

- Have a win-win attitude when communicating with others.
- Be congruent with your words, tone of voice, and body language.
- Make people feel important. Use your emotional intelligence skills.
- Stay out of office politics and away from rumor mills. Don't be a carrier.
- When you are wrong, admit it, apologize, and remember.
- Never miss an opportunity to keep your mouth shut.
- Know when to fight for a cause. Know when to walk away.

Find The Balance

- Commit to work-life balance.
- Take time for reflection and making mid-course corrections.
- Use after hours as unwinding time.
- Give yourself something to look forward to at the end of the day or week.
- Do something you love while you're not working.
- Keep a gratitude journal.



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