

Be Happy at Work Checklist

By Lauren Meir

- ☐ **Consider your Position**
 - ☐ Does the job fit with your qualifications?
 - ☐ Where do you see your career in five years?
 - ☐ Are your skills valued?
 - ☐ Is your work appreciated?
 - ☐ Is your manager approachable?
 - ☐ Do you get along well with the other employees?
 - ☐ Overall, are you happy with your job?
- ☐ **Attitude**
 - ☐ **Be Positive.** An optimistic and upbeat attitude is infectious, and helps
 - ☐ **Be Approachable.** A helpful and supportive demeanor will
 - ☐ **Be Sociable** ;Smile and make eye contact when talking with coworkers or managers. Be respectful and courteous with everyone you work with, and you'll be respected in turn.
 - ☐ **Be a Team Player** Work on forging professional relationships with coworkers. Actively engaging with your coworkers can help you build alliances. Get to know your coworkers better through group activities and company outings.
 - ☐ **Be Responsible** Take responsibility for your work and your actions, as well your mistakes.
 - ☐ **Be Proactive** Initiate projects, invite discussion and be open to new ideas.
 - ☐ **Be Outspoken** Speak up in meetings to promote your ideas and help establish yourself as an asset to the company.
- ☐ **Communicate with your Manager**
 - ☐ **Meet with your manager regularly to confirm you are meeting company goals and expectations.**
 - ☐ **Relay your progress ;on current projects or activities** Don't wait to be asked; keep your manager actively informed.
 - ☐ **Discuss any serious issues you may have with your job or other employees** If it's a big ;issue ;and it's detracting from your work, it's best to get it out in the open so it can be resolved quickly.
 - ☐ **Go Above and Beyond the Expected** Just doing the bare minimum will affect how your manager views your work, and may hurt your chances of advancing your career. Take initiative and go the extra mile when you can.
- ☐ **Behaviors to Avoid**
 - ☐ **Gossiping.** Gossiping is never good, but workplace gossip can be especially
 - ☐ **Complaining** If you have a problem, try to work it out independently. If that fails, talk privately to your manager.

- ☐ **Bad-Mouthing the Boss** Even if it's said in jest to another co-worker, it will inevitably come back to haunt you.
- ☐ **Arguing** Be neutral whenever disputes arise, especially with your boss. Save your fight for battles that matter.
- ☐ **Giving Excuses** Constantly coming up with reasons as to why you're late for work, blaming others for mistakes or missed deadlines will only end up damaging your reputation, and could cost you your job.
- ☐ **Cutting Corners** ;Frequently leaving early, cutting out of group projects or submitting shoddy work translates into a lack of interest for your job. Even if you want to leave, setting a bad example is not the way to do it!