



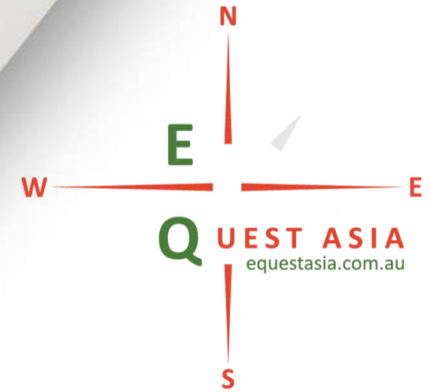
A BRIEF OF HOW -TO GUIDE FOR

HAPPIER

Workplaces

MY HOLLAND





All Rights Reserved 2019

EQuest Asia co. LTD
Bitexco Financial Tower, Level 46
2 Hai Trieu Street,
District 1, Ho Chi Minh City, Vietnam
Office: +84 28 6287 5915 or
(+84) 70 723 0748 (Vietnam)
(+63) 93 2703 2178 (Philippines)
(+61) 403 431 330 (Sydney)
(+61) 413 474 177 (Melbourne)
DROP US A LINE: info@equestasia.com.au
SEE WHAT WE DO: www.equestasia.com.au
Follow us on






A BRIEF OVERVIEW

Don't you just want to work in a fun, happy, fairy tale-like place much like Snow White prancing around and singing with the seven dwarves? That's probably too much of a wishful thinking but nothing is stopping you from chipping in to make your real-life, day to day office, at the very least, nice and pleasant, and not like some boot camp you'd drag your feet going to.

Let's face it. Easily, one third of our lives is spent at work. For some, it may even be more than half of our waking hours. So, the importance of having a workplace that's happy can't be overemphasized. Unless you'd want to be a nervous wreck by the time you retire!



A top-down view of a white ceramic cup filled with coffee, a white pen, and several pink roses on a white surface. The roses are scattered around the cup and pen, with some buds and some fully bloomed. The background is a plain white surface.

Research studies, polls and surveys
and management gurus have the same
things to say about employees and
work places

When workers feel appreciated, when
they feel valued and see management
and co-workers
care about them, they feel so gung ho
and upbeat they bring out their best
qualities.

Happy workers tend to be highly
engaged, exert more pep and enthusiasm
and push more effort to help create an
over-all office morale that sustains
itself. And because everyone's happy
working at their respective daily tasks,
productivity's up there, making the
company's bottom line smell like roses.



**WHAT ARE THE
TELL-TALE SIGNS OF A**

Happy

WORKPLACES?



You can't miss the signs. Lots of smiles and laughter. Short of everybody singing "Oh! beautiful morning ... oh, what a beautiful day!" you'd see workers' faces happy. They're supportive of one another, helping each other out. No sad sacks. No long faces. No outbursts of sarcasm and cynicism.

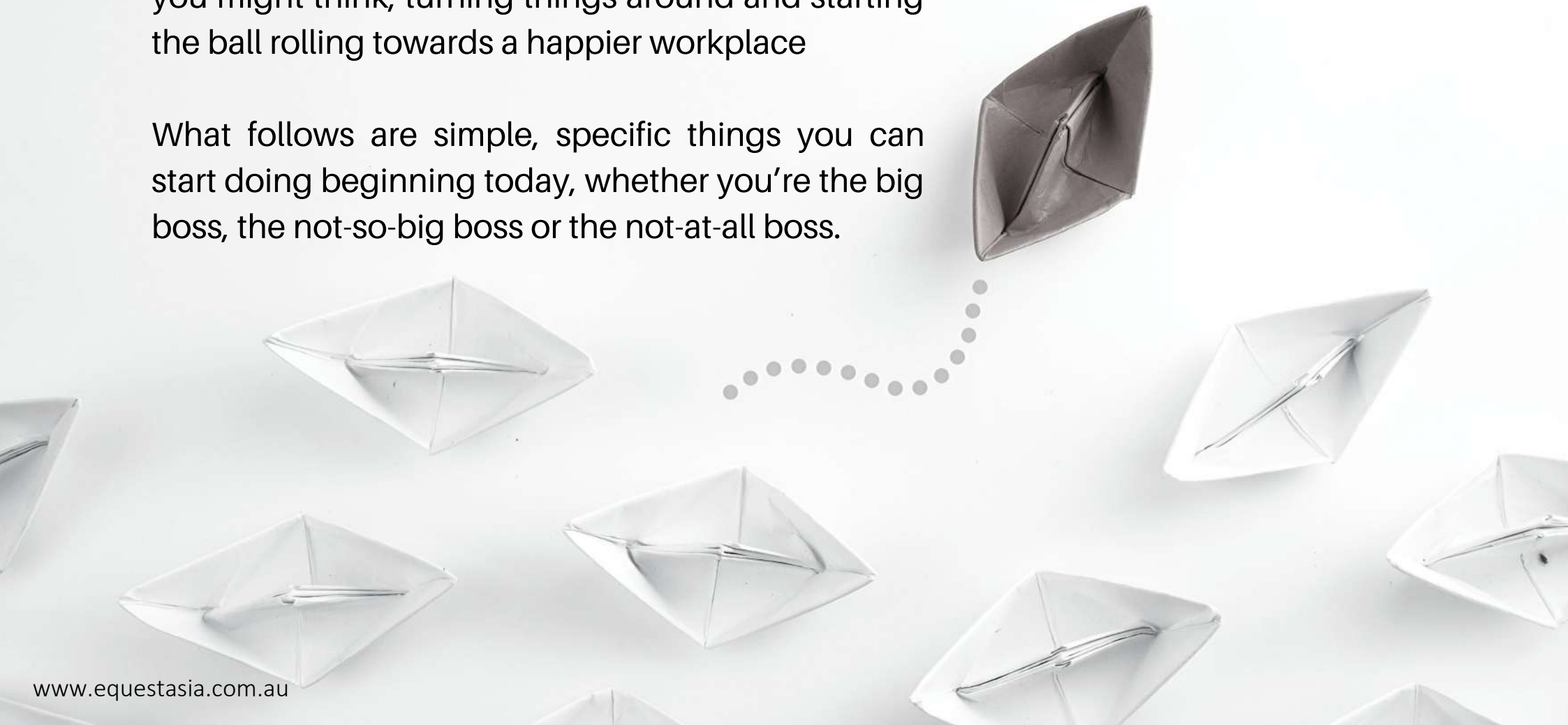
When it comes down to brass tacks and these guys find themselves in tight fixes, positive interaction and eager collaboration among themselves come in readily, strongly. And the big guys at the executive offices on the top floor? The suits and the heavy hitters? They're loaded with ample support, encouragement and an extended helping hand.



*How come I DON'T SEE THESE SIGNS
in the office?*

If you've got a 20-20 vision and you don't see any of these signs in your workplace, decide on the spot that you'll be the one to make a difference in your company. If you're one of the head honchos, or even if you're not, it's not going to be as tough as you might think, turning things around and starting the ball rolling towards a happier workplace

What follows are simple, specific things you can start doing beginning today, whether you're the big boss, the not-so-big boss or the not-at-all boss.





Easy **RULES**



1. START A DAY WITH A

big smile

AND A

cheery hello

The first thing you do not do as you walk into your office in the morning is have your shoulders slumped, looking downcast and with neither Hi nor Ho you head straight to your computer and start punching those darn keys.

What you do... before anything else... is start getting into the habit of smiling and saying a big hello to your co-workers before you do your stuff.

A little thing like this, becoming a daily habit can be an incredible ice breaker creating some warmth in the workplace.

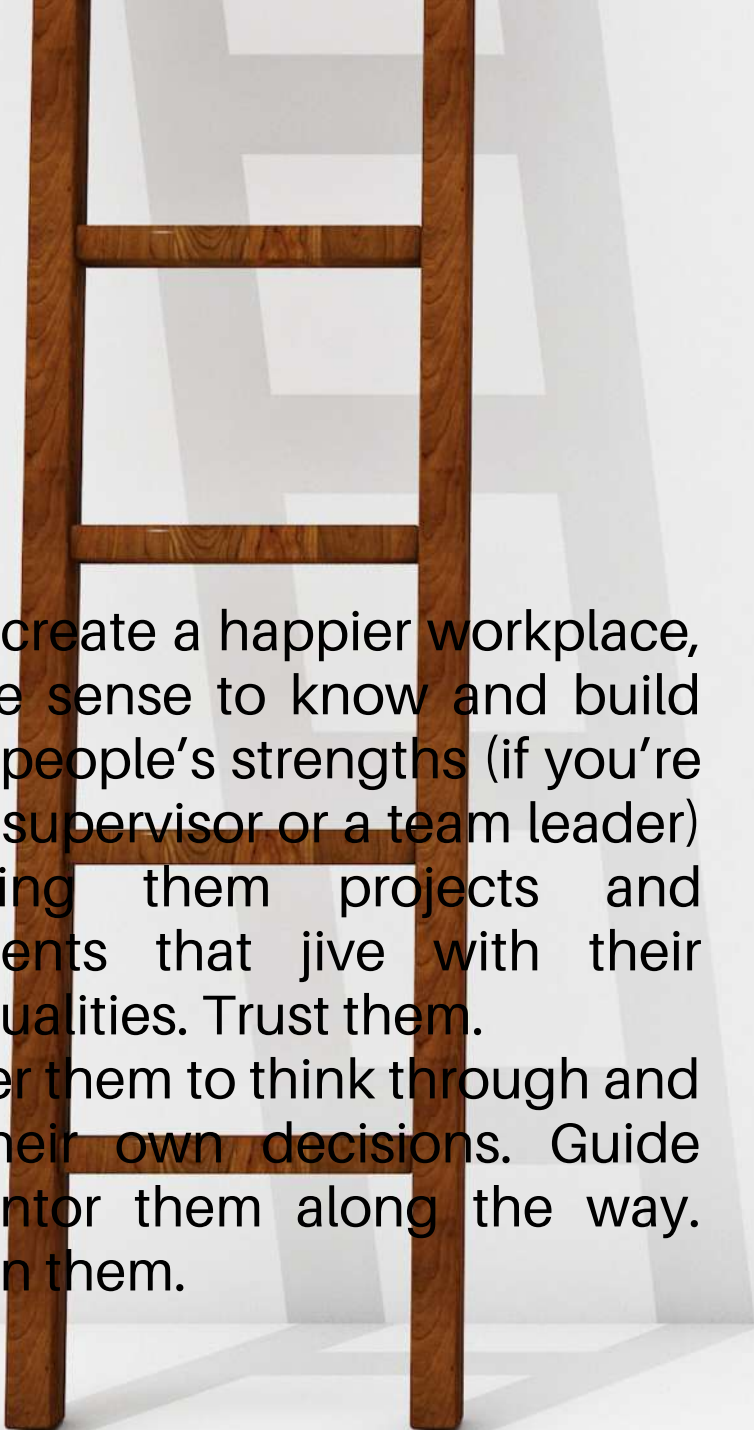




2.

FOCUS AND BUILD ON EMPLOYEES'

strengths



To help create a happier workplace, it'll make sense to know and build on your people's strengths (if you're a group supervisor or a team leader) by giving them projects and assignments that jive with their strong qualities. Trust them.

Empower them to think through and make their own decisions. Guide and mentor them along the way. Believe in them.

She
believed she could
so she
did

When you believe in them, they'll begin believing in themselves and feel their role in the organization is essential. They'll begin to derive happiness from their jobs.

3. BE GENEROUS WITH

*"what a great job!" & "WOW"
you did all that by
yourself!"*

It's so easy to see and focus on what people are doing wrong, but hey! Don't they deserve to be noticed too when what they're doing is right? Give colleagues a pat on the back for their accomplishments, whether it's of personal or professional nature. If they've done something great no one else knows about, spread the word around...

And don't forget the cardinal rule of fairness: never, never take credit for somebody else's work, unless you're a politician. Seriously, grabbing credit for yourself is a no-no if respect means anything to you.



**MAKE THE
WORKPLACES**

Environment **BETTER**



4



Some things in office surroundings can make employees sit more rigidly or even more uncomfortably than usual which causes various types of muscular and skeletal problems. These can be the noise coming out of copy machines super chatty office mates who never cease to hope that Brad Pitt and Jennifer Aniston somehow get together again and even car alarms. Some of the anti-noise that will help are thick carpeting, and sound-absorbing walls.

If you're one of the company's biggies, you'd be in a position to do something about the situation. Go work at it. You'd be surprised what relief you'd be giving your colleagues and they'd thank you for it.

5. GET OFF

Gossip Track



Bla Bla Bla
...

@#!?...

It's so easy to fall into the gossip trap especially in a workplace. The temptation to bitch about your colleagues can sometimes be overwhelming especially if a certain degree of negativity is already pervading. Forget it. You wouldn't want anybody talking behind your back, so, return the favor.

When a co-worker starts talking in a hushed voice about the illicit affair that's rumored to be going on between so and so, immediately change the topic. He or she will get your drift





6. BUILD A SENSE OF

COMMUNITY

IN THE WORKPLACES

As one of the top-notch execs, make it a say Hi and ask about how the team is doing. Get into the habit. What it says to your employees is that you and the dark suited gentlemen and ladies in the ivory power appreciate what the rank and file is doing and that they too, play a critical role in the organization. This makes for a more fulfilling, more satisfying and happier disposition.

Recognize and reward workers who have dedicated themselves to achieving certain goal and truly contributed to the organization' betterment. Along the way, a "thank you", especially done publicly will go a long way towards injecting some happiness in the workplace.



7

● ASK YOUR COLLEAGUES, YOUR
BOSS, OR SUBORDINATES



What they think?

It's amazing how people just love to be asked about their opinion. In a way it's an affirmation of their self-worth which essentially, redounds to a good feeling. When you've got something like this going around the workplace and pleurably hitting a lot of your co-workers, why shouldn't the place be a bit happier? So, go ask any of your colleagues for their opinion...

Does this report sound OK with you? Do you think it's right to send this out now, or should I wait for a reply first?





8.

SOMEBODY CALLS OR SENDS YOU AN EMAIL,
Don't wait **TILL YOUR 7 YEAR OLD'S HIGH**
SCHOOL GRADUATION TO *Respond*

RESPECT

Practice good office etiquette.

It will win you friends. When you don't respond promptly, it conveys the message that, not only don't you give a darn, but that you also like making their jobs harder.



CONCLUSION:

let's fight it

It's amazing how the demands of society never seem to ease up. The commutes that are getting to be longer and more time consuming, heavier, traffic, ever-increasing living costs... Just a few of life's typical pressures. The consequences? A whole lot more people are reporting feeling depressed in their workplaces.



It's all about
ME



THE GOOD NEWS IS THAT **YOU** *can do something about it.*



Thank you

*Grateful thanks
for Anthony's and Rafael's support*

EQuest Asia co. LTD

Bitexco Financial Tower, Level 46
2 Hai Trieu Street,
District 1, Ho Chi Minh City, Vietnam

Office: +84 28 6287 5915 or
(+84) 70 723 0748 (Vietnam)
(+63) 93 2703 2178 (Philippines)
(+61) 403 431 330 (Sydney)
(+61) 413 474 177 (Melbourne)

DROP US A LINE: info@equestasia.com.au
SEE WHAT WE DO: www.equestasia.com.au



Q UEST ASIA
equestasia.com.au

EQUEST ASIA