

Life can seem a little bleak sometimes, especially with work taking up the main bulk of our time. If you're not enjoying your time at work, you're not enjoying a huge part of your life. Make the best out of your time at work and life in general! We know that this is easier said than done. We're not suggesting that you make a drastic change to your work life. Rather, there are tiny ways to make your life better at work. Mother Teresa once said: "Not all of us can do great things. But we can do small things with great love". Sometimes, it's the little things with the great intentions that really help. Hopefully, these minor tweaks could help you be happier at work.

1. Treat others right



happy others, happy workplace

This tip goes a long way, it's your long-term investment for a happier workplace. For starters, you can smile (naturally please, not a forced fake one). A smile not only helps your colleagues feel closer to you but sends a signal to your brain to make you feel happier. Treat them right — don't give them attitude just because you're having a bad day. Be patient and forgiving with them if they're a little slower to pick up on what you're saying. Here's the best part of it all, go the extra mile for them. Perhaps buying vitamin drinks for your coworkers could be an option. Or picking up one extra cup of coffee as you get yours. Either way, they'll

be touched from your small act of kindness and thoughtfulness. Who knows, your colleagues could be more than coworkers. We're not born to be lone rangers in this world and forging relationships could improve your well-being at work.

2. Treat yourself



our own strawberry cheesecake

Needless to say, you are important in this equation of trying to make your work life better. Sometimes, we just need a little boost from none other than ourselves! If it's your favourite ice-cream, then go to town with that. It'll definitely make you feel happier. It could be packing your favourite lunch to work too. Evidently, this tip doesn't apply to just your work but rather your whole life.

3. Bring things that you love to work



your purpose can be great

Start off by changing your mindset. Think about who you serve. For example, it's probably easy to see the purpose and meaning in your job if you're working in the medical field. Unfortunately, a little harder if you're an accountant. However, you could see it as such: you're working hard for the company that will eventually have corporate social responsibility programs to help the community. In fact, Adam Grant mentioned that "employees who know how their work has a meaningful, positive impact on others are not just happier than those who don't; they are vastly more productive, too". Adam Grant is an organisational psychologist who gives great TED talks too. There's another [talk](#) by him on creativity that could spark your interest.

5. Leave it at the door



happy you, happy life

There's a need for you to create a clear distinction between work and your personal life. Don't bring in the negativity (if there is) from your personal life. That's adding unnecessary stress and worry on your already full plate at work. Start afresh at work and remind yourself that you can deal with it once work ends. This applies to out of work as well! Try not to bring the stress from work to home. Don't worry about tomorrow's meeting for today has its own worries.

6. Mind, body & soul first



psychology-mindfulness

Your health comes first in anything. Your life can't be better if you don't take care of your health at your workplace. You are certainly not able to do any of these tips if your body and mind is breaking down. It's the standard; hydrate, eat healthily and get a good amount of sleep. If your mind and soul needs a break, do what you've got to do. Be it reading a book or meditating, if it can help you reset and relax, it's going to make you happier. Of course, all these would be easier to take care of if your company has wellness programs. If you're an employer reading this, be sure to take care of your employees' well-being! You play an important role!

7. Organise



organised table, organised mind

Organising can be a pain at times but it's absolutely necessary. Get a planner to plan your schedule and tasks. Everything would be much clearer and you don't have to worry if you've forgotten a meeting or not. Work would seem less stressful and worrying this way.

8. Breaks



taking a breather

We all need a little break in between. You aren't a machine that can go on forever, take a breather to recalibrate. Take a walk, snack break or stretch around — your back will thank you for that.

9. Savor the moments



new perspectives

With every moment that you take, try to look at it in a different light. Unclear of what we mean? For example, that long treacherous walk that you take to get to your workplace? Plug into some awesome music and look around instead of being glued to your phone. It may sound lame but sometimes looking at your surroundings and watching everything unfold could make you look at things from a different perspective. Take the time to indulge in life's little pleasures, you'll feel more energised and motivated.

10. Reflect and list



reflect and list, literally

To wrap it all up, it's good to reflect on how the day went at the end of each night. According to researchers by psychologists, the best way to give feedback is 3 positive ones to 1 negative one. We've decided to incorporate this into a daily reflection log for you. Think about 3 good things that happened and 1 thing that could have been better. You can tweak it in whichever way you want! For example, 3 things to be thankful for or 3 things you remember the most. You can download our template here.

The image shows a journal template titled "Today's Reflection" in a cursive font. At the top right, it says "Designed by bmgreen". The template is framed by a decorative border of small red 'x' marks. It contains several input fields: "Date", "Day", and "Weather" are in light green boxes on the left. On the right, there are three stacked light green boxes labeled "#1 Good", "#2 Good", and "#3 Good". Below these is a light red box labeled "#1 Improvement". A large light red box on the left is labeled "Thoughts & Doodles".

Reflections