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Teleclass;
Get Happy at Work without Quitting your Job.....yet!

WORKSHEETS



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Teleclass Outline:

Get Happy at Work without Quitting your job.....yet!

1. Why are some people happier than others?
2. Your thinking: how it affects your happiness at work
3. Flow: What is it, why you need it and how to get it
4. Burnout: workplace factors
5. Understanding the essential self and the social self
6. Strengths and Weaknesses and how to discover them
7. Exercises to help you re-invent your job and get happier at work!



Rate Your Work's Potential for Flow

Task or job being assessed: _____

1 =never, 2=rarely, 3=sometimes, 4=often, 5= always

1. My work feels worthwhile to me.	1	2	3	4	5
2. I have clear goals at work.	1	2	3	4	5
3. The goals at work are achievable	1	2	3	4	5
4. There are clear rules for accomplishing the work.	1	2	3	4	5
5. The work provides regular feedback so that I know how I'm doing.	1	2	3	4	5
6. I have the skills needed to do my job.	1	2	3	4	5
7. The work is challenging (it stretches my skills).	1	2	3	4	5
8. I am able to concentrate on my work without distractions.	1	2	3	4	5
9. My work enables me to stop focusing on myself.	1	2	3	4	5
10. I feel like I have some control over my work.	1	2	3	4	5

The higher your score, the more likely the job is to inspire flow.

Adapted from Czikszentmihalyi, Mihaly, 1990. *Flow: The Psychology of Optimal Experience*.



Your Internal GPS

On the left side of the chart list the words that describe the feelings in your body when you think about a negative experience. On the right side of the chart list the words that describe the feelings in your body as you think about a very positive experience.

Negative Feelings

Neutral

Positive Feelings

-10 -9 -8 -7 -6 -5 -4 -3 -2 -1 0 +1 +2 +3 +4 +5 +6 +7 +8 +9 +10

Feelings in your body for the negative experience:	Feelings in your body for the positive experience:

List three activities that you have planned for tomorrow at work and give these activities a score from -10 - +10:

1. _____
2. _____
3. _____



YOUR STRENGTHS:

Your strengths are the activities that you do that make you feel strong and energized. You may be good at something, but it makes you feel drained, therefore it is NOT a strength.

Identify 3 things that you do at work that make you feel strong and energized.

1. _____
2. _____
3. _____

YOUR WEAKNESSES:

Your weaknesses are the activities that you do that make you feel drained. Identify 3 things that you do at work that make you feel drained.

1. _____
 2. _____
 3. _____
-

Three questions that can help clarify the reason for your dissatisfaction at work:

1. **WHAT** are you actual job tasks? (Not your job title). Are these job tasks interesting to you?

2. **WHO** are you working with or working for? Do you enjoy your colleagues, clients, bosses and/or stakeholders?

3. **WHY** does your job exist? What is the larger purpose of your job? Is this something that is personally meaningful to you?

Your plan of action should be based on the answers that you find to these questions!