



***Creating Joy in Your Work and Life One Week at A Time
A Weekly Companion to Work Yourself Happy***

A 52 week collection of insightful quotes, questions and secrets to inspire and support you in your journey toward a life of joy and ease. The WYH way! Plus a Bonus section on how to treat yourself with Extraordinary Self Care.

This collection of weekly antidotes was compiled by Terri Barbato and is based on the internationally best selling book "Work Yourself Happy" by Terri Levine. It brings you additional ideas for integrating Work Yourself Happy into your life.

Other Work Yourself Happy products can be found here:

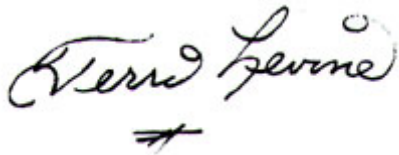
<http://www.comprehensivecoaching.com/workyourselfhappy.htm>

Foreword by Terri Levine

"You could not hire a certified Career Coach for the same price that this e-book costs. And yet, this simple little e-book will take you through an amazing process which will awaken within you the knowledge you seek, to have more joy and fulfillment in your career and private life.

You cannot read this e-book and complete the exercises, and finish it the same person that you were when you started. Once enlightened, you can never go back to darkness.

I highly recommend this e-book for everyone who wants an easy to use, self-help resource."

A handwritten signature in black ink that reads "Terri Levine". The signature is written in a cursive style with a small flourish at the end.

Terri Levine
Author of Amazon bestseller "Work Yourself Happy"

Week 1

"I had a dream that I could re-invent my career and design a life that works.
It was a dream that became my vision.
Nothing happens without first a dream."

Terri Levine

What is it you are dreaming?



Week 2

"It is not God's will merely that we should be happy, but that we should make ourselves happy."

Immanuel Kant



Week 3

Is your time here on earth about a job you don't want or a life that you have the choice - yes the choice - to design and live?
What one small step will you take today to start moving you in that direction?



Week 4

What does Work Yourself Happy really mean?



Week 5

Write about what WYH doesn't mean.



Week 6

What is the first thing you must do in order to put your life and career back together again - better and happier than ever?



Week 7

Secret Number 1: Accept that you must let go of the past

Key Concepts:

Accept that You Must Release the Past

One of the few constants in today's world is change! Until you are able to accept and welcome change, you will be stressed and struggling in your life and at work, unable to see or enjoy the gifts that life sends your way.

Learn How To: Systematically organize and take charge of your life

- Turn anxiety into opportunity by thriving in change
- Minimize and eliminate toxic people and situations in your work life

What does this mean to you?



Week 8

Secret Number 2: Take a close look at your previous endeavors

Key Concepts:

Take a Close Look at Your Previous Endeavors

Common threads from the day-to-day activities you enjoyed in the past will form the foundation for an abundant future. You'll know what you need to be happy and fulfilled.

You'll Find:

- Renewed energy and enthusiasm for a career that nurtures your soul
- An uplifting sense of integrity, instead of simply "getting by" at work
- That you will stop subconsciously sabotaging your capacity for achievement

Create a list, by decade, of the things you most liked to do.

See any patterns?



Week 9

Secret Number 3: Get to know yourself really well

Key Concepts:

Get To Know Yourself Really Well

Knowing yourself well is one of the best investments you can make in your professional future. Few people take the time to identify their interests, skills, beliefs, values, needs and desires, so it is hardly surprising that less than 5% of the world's population love their work.

Learn How:

- Your beliefs and values control virtually every decision you make
- To unleash your creativity to consistently create superb results on demand
- A powerful identity and sense of purpose create unshakable self-confidence

Describe yourself and what you dream of doing with your life.



Week 10

Secret Number 4: Create a destination with Soul

Key Concepts:

Create A Destination with Soul

By aligning your head firmly with your heart, your life and career courses will become parallel, eliminating the stress of divergence. Making a strong commitment to doing what you love will set the course for the life and career that you've always wanted.

You'll Get:

- A career of your own design – on your own terms – with more laughter and fun
- To eliminate the frustration and performance slumps that come from "reacting"
- A dramatic feeling of balance, radiant health and limitless energy

Visualize the ideal day and life. What is in your heart? What does it feel like?



Week 11

Secret Number 5: Enjoy the journey

Key Concepts

Enjoy the Journey

Be willing to break through your limitations and take action. Open the doors that will lead you to a career that is in complete harmony with who you are. Partnering with a professional coach will empower you to quickly improve the quality of your life and career.

Learn How To:

- Set goals, achieve results and accept success
- Reach for more by taking better and smarter actions
- Maintain your focus and "Work Yourself Happy"

Pay attention to the experiences along the way to achieving your goals. If you stay too focused on the big picture, you miss the scenery along the way.



Week 12

"The only difference between an extraordinary life and an ordinary life is the extraordinary pleasures you find in ordinary things." Veronique Vienne



Week 13

Secret #1 Exercise

Change is inevitable. You might as well learn to accept change, since it's happening anyway. As a matter of fact, if you can learn to welcome change and develop a belief that "change is good," you will be much happier and better able to handle whatever life sends your way.

How in control of your life do you feel?



Week 14

Secret #1 Exercise

Following yesterday's inquiry, here are some suggestions for taking control of your life.

Control Tip #1

The first step is to get organized. Figure out what is important, then do it. How else can you take control of your life?



Week 15

Secret #1 Exercise

Control Tip #2

Taking care of yourself also puts you in control.

How can you be more deliberate about what you eat?

For more information on getting more intentional about your eating and health, visit <http://www.createyouridealbody.com>.



Week 16

Secret #1 Exercise

Control Tip #3

Exercise, relaxation and fun all enhance your sense of being in control of your life.

What are the top three things you do for yourself on a regular basis?



Week 17

Secret #1 Exercise

What areas of your life would you like to see change?



Week 18

Secret #1 Exercise

Change and growth take place when a person has risked himself and dares to experiment with his own life.

Be more open to change. What one change can you begin to make today?



Week 19

Secret #1 Exercise

Top 10 Ways to Cope with Change

Incorporate one, two or more of the strategies below to help yourself deal with the changes you are experiencing. They have worked for many of us. See which ones work best for you.

1. Allow yourself to feel empowered
2. Be fully present
3. Examine all your duties and see what is not mandatory
4. Take some breaks throughout the day.
5. At the end of the day, close the door, leave all of your work problems behind and go home.
6. Allow yourself time and space to get your feelings out.
7. Maintain open communication with family and friends. Seek support.
8. Stay motivated!
9. Remember that work is often cyclical.
10. If you find yourself unable to make the situation any better, focus on the positive.

For more information on the above, see pages 12 - 15 in the book Work Yourself Happy. To obtain a copy and check out our many specials, visit:

<http://www.comprehensivecoaching.com/workyourselfhappy.htm>



Week 20

Secret #1 Exercise

Don't forget those toxic people. How are you contributing to the toxicity?
What are you willing to do to eliminate it from your life?



Week 21

Secret #2 Exercise

Sit somewhere quiet and let your mind drift back to your childhood. What were the activities that gave you pleasure? What about your teen years and early adulthood?

In a notebook, journal or on your computer, begin making notes about the following questions.

Looking back:

What are the lessons I learned?

What aspects did I enjoy?

What things did I tolerate?

What made my blood boil?

What energized me?

What did I enjoy volunteering for?

What was I most proud of accomplishing?

Now, what are the "common threads" that appear?



Week 22

"Happiness is when what you think, what you say, and what you do are in harmony." Mahatma Gandhi

Write a page on how true this is for you.



Week 23

Do you allow joy for the sake of joy into your life?



Week 24 - A

Secret #2 Exercise

It is important not to underestimate the role of interests in your career plan. The more closely your day-to-day work matches your interests, the more likely it is that you will be happy doing it.

Remember, the goal is to work in a job that makes you happy; not one in which you simply "get by."

Interests Exercise

Think about what you enjoy doing and write down your answers to these questions:

What kinds of day to day activities appeal to you?

Would you be happy spending your days talking to groups?

Would you rather be making or repairing something using your hands?

Does the idea of creating with a computer excite you?

Are you interested in being out in the fresh air?

Do you like dealing with small children or taking care of the elderly?

Do you want to have your own business?



Week 24 - B

Secret #2 Exercise

Needs

What kinds of experiences do you need in order to be happy and fulfilled?

What's important? Is it challenge, security, opportunity, income level, etc.?



Week 25

Secret #2 Exercise

What are your abilities?

What do you naturally do well?

What are your aptitudes?

What do you learn easily?

What level of physical activity is acceptable to you?



Week 26

Do you believe you could be paid for doing something you love?

What is it you would love to do but wouldn't dare to consider?



Week 27

Secret #2 Exercise

Develop a Personal Profile

In your journal, list the following:

- 1) Your top 3 interests
- 2) Your top 3 skills and abilities
- 3) Your top 3 personal characteristics



Week 28

Secret #2 Exercise

Begin listing the kinds of jobs that most closely match your requirements.

Don't worry or limit yourself if you have not yet pursued what appeals to you.

The idea here is to stretch and expand the possibilities.



Week 29

Secret #2 Exercise

What could you do to start getting experience in a new field of interest?

Does volunteering appeal to you?

Can you think of an opportunity to intern in a new area of interest?

Is part time an option?



Week 30

Secret #2 Exercise

If you let yourself be a beginner, what might you learn to do?



Week 31

"If you hear a voice saying 'you're not a painter,' then by all means paint and that voice will be silenced." Vincent Van Gogh

What would it take to paint today?



Week 32

Secret #3 Exercise

How can we expect to have the life of our dreams if we do not invest the time in identifying what that is?



Week 33

Secret #3 Exercise

Identify your skills. Listen to your desires. Write a list of your needs and wants. Look at the labels you've given yourself. Embrace your values and special gifts. Celebrate your passion. Liberate yourself from the beliefs that you drag around like a ball and chain.



Week 34 - A

"To find out what one is fitted to do and to secure an opportunity to do it is the key to happiness."
John Dewey

What does it look like to unlock that door for you?
What does your key look like?



Week 34 - B

Secret #3 Exercise

What qualities do you cherish in yourself? Are you willing to be a work in progress?



Week 35

Secret #3 Exercise

Identifying your Personality

It is important to consider your personal traits when selecting an occupation so you can avoid trying to be someone you are not.

What adjectives would you use to describe yourself?



Week 36

Secret #3 Exercise

Ask 5 friends to describe you.



Week 37

Secret #3 Exercise

What new boundary can you set to support yourself, your dream and your time?



Week 38

Secret #3 Exercise

What energizes you now?

How does it feel to be in that type of experience?



Week 39

Secret #3 Exercise

What current difficulty is actually an opportunity for growth?



Week 40

Secret #3 Exercise

What is blocking you from living your dream right now?



Week 41

Secret #3 Exercise

"One does not discover new lands without consenting to lose sight of the shore for a very long time."
Andre Gide

What would it look like to explore your depths?



Week 42

Secret #3 Exercise

Uncovering Your Values

Values are those traits that are near and dear to you. Generally, your values are what you hold in the highest esteem and are the guiding force for your life.

What is most important to you in your life?

What is most important to you in your career?

The lists may include: security, love, money, family, challenge, compassion, contribution, honesty, spirituality, adventure, creativity. What will you add?



Week 43

Secret #3 Exercise

How do you define success?

What areas are most important to you? Is it your children, your family, or a sense of community? What else?



Week 44

Skills Assessment

What are your job related skills?

Tip: remember to consider all of the skills that might relate to a job even though you may have acquired them from a hobby, volunteer work or previous job.

Adaptive Skills -

Transferable skills -



Week 45

Secret #4 Exercise

Create a Destination with Soul

Taken from the book "Work Yourself Happy":

Just as change begins with an ending, change ends with a new beginning. Set your sights on a place where your head is in alignment with your heart. A place built upon the solid foundation of your values, special skills and unique gifts.

In your journal or on a tape recorder, describe your ideal life. What features from your previous jobs do you want to include? How can you best honor your values and share your gifts? How do you want to be spending your time? Who is in your life? How do you feel? What does your typical day look like? What are you doing? What kinds of activities are you engaged in? Who are you interacting with?

Try to get a really clear picture of yourself in your ideal working environment.



Week 46

Secret #4 Exercise

"We need to be willing to let our intuition guide us, and then be willing to follow that guidance directly and fearlessly." Shakti Gawain

Listening to your intuition, where are you guided to go?

Expand on your vision. What do you really want? What do you want to have in your life? What kind of person would you like to become? What do you want to do? Where do you want to go?



Week 47

Secret #4 Exercise

Turning Dreams into Goals

From your list of what you want, decide what matters most to you in your present life. Write a short sentence that affirms your top four or five goals that you feel you can accomplish in the next six months to a year. Write them in the present tense, in the positive, as specific as you can and, if possible, place a date on them.

Once you've decided on your goals, and written them down, write down the action steps you will need to take to reach your target. The way to realize the power and potential you have is to take action.



Week 48

Secret #4 Exercise

Commitment

It has been said that you can accomplish any goal if you are truly committed. If there is one critical factor that separates people who succeed from people who do not, it's commitment.

Go back to your page of goals and write a short paragraph describing, in detail, the benefits you will gain by achieving each particular goal.

Next, do the opposite. Describe what you will lose and what you are already missing out on by not having achieved your goal.

This simple exercise will help keep you going. Periodically go back and re-read your reasons for wanting your goals in the first place.

"A man of knowledge lives by acting, not by thinking about acting."

Carlos Casteneda

Coming from a place of trusting yourself, what action might you take to move ahead in your life?



Week 49

Secret #5 Exercise

Once we begin to learn what we really want for ourselves in our careers, then we can explore what the world has to offer.

Use times of change to begin to discover more about yourself and the world around you. This process of self-discovery can be joyful and relieve the stress you are feeling about not being in control of your destiny.

Often fears arise when we think about making changes. Spend a few moments and be really honest about what you are afraid of. Write them down. You cannot ignore or deny the fact that you have fears about a particular situation but you do not have to be immobilized by it. Looking at them, you can see that the fear is baseless. Just acknowledge the fear and move past it. It's like Susan Jeffers says in her book, *Feel the Fear and Do It Anyway*.



Week 50

Secret #5 Exercise

The Journey Begins

The first step is to discover who you are and what you really want to do.

Begin thinking about the things you do that bring you delight. What are your favorite hobbies? What would you like to do every day even if no one paid you for it?

*** If you knew you could not fail and money did not matter, what great things would you attempt to do?
Your true passion lies in this answer. Begin to enjoy finding what you really want to do.



Week 51

"Always leave enough time in your life to do something that makes you happy, satisfied, even joyous. That has more of an effect on economic well-being than any other single factor."
Paul Hawken

Embrace the magic of this journey. The goal of this journey is to find the work you love and love the work you do so that doing it is something you would choose even without a paycheck. Take control and assure yourself that change is a way of learning. It is up to you to take action and to move yourself forward. If your goal is to be happy doing what you enjoy and your work is a way of expressing yourself, then you will expect work to be a wonderful, exciting place where you can be happy.



Week 52

Begin to live your life, not the one that has been expected of you. Do work that matches your values and work that brings you energy and fulfillment. People who work themselves happy are people who are drawn to their work naturally. It brings them delight and they have enthusiasm for what they do. Don't just let your fantasies slip away. Open the door, discover the journey, embrace the magic and work yourself happy.



Bonus Area

This section is all about different Extraordinary Self Care ideas. Self care leads to feeling better about yourself and your life. It begins with setting aside time for your needs. Learn to recognize when you need nurturing and begin making special time for yourself.

Extraordinary Self Care Tip #1

For the next few days we are going to focus on taking really good care of ourselves: What would it take to give yourself 24 hours of undivided attention?

Make a list of all the things you would love to do for yourself. Go wild!

Extraordinary Self Care Tip #2

Now imagine giving yourself 24 hours of undivided attention one day a week EVERY week. Those of us living the WYH philosophy do - without fail!

Extraordinary Self Care Tip #3

The following list is a combination of the many wonderful ideas in the book "Work Yourself Happy" plus many that have been added by those living this philosophy. Please consider these and add some of your own.

Daily Care Ideas:

Peace of Mind through Journaling

Scalp massage

Eating fresh fruits and vegetables

Listening to music

Sit in silence

Move your body

Be silly

Be with nature

Be grateful

Get hugged and give hugs

Laugh out loud

Read your goals

Extraordinary Self Care Tip #4

Weekly Care Ideas:

Give or receive an at home or Spa Aromatherapy massage -

1. Create a mood
2. Choose scented oil and warm it
3. Use a gentle touch
4. Soothe the soul

Receive an at home or Spa pampering manicure

Wash your car

Shine your shoes

Write your goals

Take a sauna or sit in a hot tub

Dance

Go for 24 hours with no voice mail

Enjoy flowers

Take a long relaxing bath

Go to dinner with friends

Play with a pet

Walk in the park

Enjoy your hobby

Take a long drive spontaneously

Visit a bookstore, library, or museum

Extraordinary Self Care Tip #5

Monthly Care Ideas:

Have a facial

Get a massage

Attend a live performance

Walk in nature

See a movie

Take a day off

Reconnect with someone special

Review your goals

Volunteer

Extraordinary Self Care Tip #6

Annual Care Ideas:

Take a last minute weekend trip somewhere just for the joy if it. What are you waiting for?