

EVERYBODY STAY CALM

How to Thrive in Changing Times

Handout



Prepared by:

Paul Huschilt*

* Not exactly as shown

Why Humour?

Besides everything, what could possibly go wrong using humour at work? Well, let me see... You could get fired. You could annoy people. You could say the wrong thing to the wrong person at the wrong time. I'd suggest you leave it at that, and get back to the serious business of running your department, except there is also so much to gain. You could make the work-day more fun, engaging, and productive for everyone. You could build rapport and gain buy-in to important projects. You could even iron out stressful parts of the job, and bring people together. The trick is in knowing what to say, when and to whom. It's about having fun, always being appropriate and taking things lightly.

The Power of Humour at Work

- Builds stronger teams
- Engages employees
- People think more clearly and creatively
- Employees are happier
- Breaks tension
- Builds unity
- Has positive health benefits

- Boosts immune systems
- Lowers stress levels
- People want to be at work more
- Improves memory
- Creates a feeling of belonging
- Creates employee loyalty
- People have fun getting work done
- Word gets out that you are an employer of choice.

De-Stress for Success

Encourage Workplace Wellness with:

- Regular breaks
- Not eating at your desk
- Going for a walk at lunch when possible
- Eating well
- Taking three deep breaths
- Stretching at your desk
- Working as a team
- Having fun.

Relaxation Tips:

1. Breathe deeply.
2. Personalize your work area with photos.
3. Be mindful of thoughts and actions.
4. Exercise daily.
5. Plan time for yourself every day.
6. Worry less. Enjoy more.
7. Focus on the positive.

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expect anything
everything

Balance in an Unbalanced World



The problem with life is that it is full of too many good choices.

At work, there are a lot of important projects to do. And hopefully, there are enough resources to do them all. But when there aren't, it's time to prioritize and say 'No' to really good ideas whose time has not quite arrived.

Saying 'No' to things that are less important will clear your desk for what needs your attention most. It will help you focus. It will free up energy. It will help you work better with less stress.

Tips for a Balanced Life

1. Give yourself extra time to get to work and arrive relaxed.
2. Make tomorrow's to-do list today before you leave.
3. Leave work at a reasonable hour.
4. Leave work at work and home at home.
5. Spend time off with family and friends, hobbies and things you enjoy.
6. Get the rest you need.
7. Periodically change things to make your life fuller.

Benefits of Humour

When you laugh, you release chemicals into your bloodstream that would be illegal if you bought them on the street.

It's true. When you laugh, you release tons of feel-good chemicals. Best of all, they cost nothing and have no negative side effects whatsoever. So, even if you have to force yourself to smile and laugh, do it anyway. It will make you (and those around you) feel better. Laughter is the quintessential ingredient to a happier life.

Smiling and laughing are contagious too. Smile and laugh at work, and you'll turn a ho-hum existence into one where people have fun getting work done.

Tips to Have More Fun

1. Smile and laugh more.
2. Have theme days.
3. Create a funny wall and/or positive zone.
4. Enter and Exit the office smiling.
5. Give out funny awards for no reason.
6. Start a social and/or fun committee.
7. Start every day with 30 seconds of laughter.