



# Gute Laune

AN JEDEM  
ARBEITSTAG

DÖRTHE HUTH

GABAL

Dörthe Huth

# Wellbeing at Work



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# Preface

## For increased motivation and enjoyment at work

This book was created mainly for one reason: it is intended to help you create good-mood islands every day and to get through your work routine in good spirits. It is not a textbook, but a book full of inspiration. You can always refer back to it to get a better understanding of the lousy mood your colleagues, superiors, clients or customers are in, to figure out a great deal more about your own bad mood and to let yourself be tempted into a good mood time and time again.

Fortunately, you have discovered this book at the right time. There is no better time than now to discover more joy every day. Right now is the time to find big and small moments of pleasure in every single day and thus the joy of life that so many people yearn for.

This book provides you with all kinds of knowledge and tools for achieving a positive work attitude, so that you can easily bring pleasure to your everyday working life – for yourself and for others as well. The book focuses on the sunny sides of work because work can be a pleasure and it can be done with ease and bring joy and satisfaction.

You will recognise the merits of your work and appreciate it again. While reading, you will intuitively home in on the passages that are most relevant to you at that moment. With the right attitude, every bit of advice can be helpful. All you need is the desire for well-being and a bit of courage to try out small changes..

Armed with the tips and hints from this book you will never have to yearn for the weekend again!

We want to find out what your personal way to a better mood looks like. You will learn that there are different ways too, and get to know some effective strategies that will permanently change your mood at work. You will realize that ultimately we do not just spread good mood for others, but above all create it for ourselves. The hints, tips and strategies in this book will help you change your perspective. This should however not entail a huge effort on your part; you should rather learn to develop mindfulness of yourself and to experiment with your own possibilities. To do this, you need to be willing to experiment a little. Mindfulness will help you to observe exactly how you feel, what you think and what destroys your good mood, and to really enjoy your good mood when it is there.

I wish you every success on your way to enjoying your good mood every day.

Yours,

*Dörthe Huth*

# The House of good mood

*Somewhere on the edge of your world is the House of good mood. It's exactly where you can barely perceive it.*

*On your horizon, it seems so small, so insignificant that you have barely paid any attention to it.*

*The good mood House is a phenomenon. It constantly changes its location, its colour and its shape. Sometimes it stands high on a mountain and shines sunshine yellow, sometimes it floats on the sea and gleams in a rich pink, then it might stand in the desert and sparkle emerald green, or it floats freely in the air, immersed in a cloudy white. The House itself can be large or small, plain or comfortable, a villa or a birdhouse.*



*Every now and then the House becomes quite pale and keeps its doors and windows closed. It has not tidied up and cleaned for a long time, now it has to re-arrange itself. Because this means a lot of work, the good-mood House is not very amenable for a while.*

*“Everyone, just leave me all alone,” it grumbles under its breath, “Today is not my day.” It won’t even think of opening the door when the doorbell rings. And so it misses the new neighbour, the parcel delivery and even a good friend. Today the House does not care, but tomorrow it will regret it.*

*This House is you!*

*We can all take on a range of different guises. If good mood is to settle in your house, you should make sure it’s a good-mood-house, you should take care of your neighbourhood, keep the garden in order, paint the outside according to your preferences and also keep the inside of the house in order.*

*Search your horizon for your good-mood-house and you will discover it. If you take a closer look you’ll find that it’s not as small as it might first appear. It is worth taking a trip there. Note its colour and its shape, look at the surrounding area in which it stands, and give it space to work.*

# 1. Work enriches life

We spend much of our time in the workplace. We want to feel good and alive at work. In this chapter, you will learn about the most important factors that influence our mood and the effect a good or bad mood has on ourselves and on other people. If you are mindful of what influences your mood, you will gain a greater understanding of yourself and others as well. But not only that: along with this understanding, we usually also gain other ways of evaluating various events. And a different perspective allows for greater flexibility in how we act.



## In the waiting line

*Before work I quickly pop to the supermarket around the corner, put a few items in the shopping trolley and queue at the checkout. There are three customers in front of me, none of whom have put much on the conveyor belt. The cashier is making a thoroughly miserable face and stops at every other item to ask her colleague at checkout 2 for the price. Just before the gentleman in front of me can pay she turns back to her colleague. The conversation, which I can't help but follow, is about red-coloured hair, good mascara, Anni and her performance on Saturday. She neither says goodbye to the customer before me nor graces me with a "Good morning".*

*I am somewhat astounded at the scene, but I'm not quite sure yet whether I find the whole thing more amusing or annoying. On the one hand it is amazing how the cashier manages to block out the customers and treat them like air, on the other hand the situation is rather uncomfortable for me because the gentleman behind me would like to speed things up a bit and is pushing the shopping trolley against my legs. Just as I'm about to decide that I do actually feel annoyed, the lady at the checkout forces a tormented smile which appeases me for a moment, and proceeds to wearily drag one of my purchases across the scanner.*

*Even as she's doing that, she can't help but grab another chance to continue her conversation with her colleague over my head. Next time I will certainly do my shopping somewhere else.*

*I get in the car and drive towards the highway. My journey leads me through the middle of the Ruhr area, where there is one traffic jam after another. Normally I would only need about 20 minutes for the journey to my appointment, but I always plan for a journey time of three quarters of an hour. Today is neither a school- nor a bank holiday but the radio nevertheless reports 610km of traffic jams throughout the Ruhr area. That sounds impressive and not one minute later I come to an abrupt standstill. Breaks are squealing around me, drivers shout at other drivers, gesticulating wildly, the smell of burnt tires penetrates through the ventilation. Nothing moves. When we start again after a good half hour, I quickly realize that I have once again picked the lane which moves slowest. I have to admit that today I am pretty annoyed before work has even started.*



## **Stop: My profession and I**

- What is important to you in your profession?
- What motivates you?
- Are you satisfied with how you're feeling or would you like to be in a better mood more often?
- Who or what puts you in a good mood in your job?

# Working time is precious lifetime

Sometimes our working life seems nerve-wracking and strenuous to us, other times interesting and exhilarating, but occasionally simply just dull and dreary. Just as we are affected by the challenges we encounter in our day-to-day lives, so our moods also fluctuate. On some days, we manage everything with ease and succeed in anything we have a go at. And there are those other days when we would rather stay in bed and pull the blanket over our heads.

Many professionals spend more than a third of their day at their workplace and a large number of them spend all week longing for the evenings, the weekend or the next holiday. Some of them have little desire to work, find their jobs unsatisfactory and sometimes even pointless. This consequently leads to them feeling exhausted and stressed within a short time, their mood takes a dive and remains at rock bottom. However, most of us wish we could spend our days working well together, being creative and motivated, and returning home in good spirits in the evenings. We therefore have no choice but to find new ways of shaping our work in such a way that it makes us happy and that the good mood occasionally dares to poke its head above the parapet.



Feeling at ease, being in a good mood and general well-being – we have many opportunities to shape our working life, improve overall conditions, increase the feel-good factor and support positive developments. Every minute we spend at work that we don't actually enjoy is a minute wasted. Perhaps your boss is useless, your colleagues are particularly annoying or you simply don't get paid enough for the work you do every day? Of course, our professional life has a significant bearing on our life overall.

In the following chapters, let us find out how we can feel good at work – even if conditions are not ideal. After all, working time is also precious lifetime.

Steve Jobs once supposedly said: “In the last 33 years I looked in the mirror every morning and asked myself, ‘If today was the last day of my life, would I want to do what I am facing today?’ And if the answer was “No” for too many days in a row, I knew I had to change something.”

## For whom it is worth working on a good mood strategy

If you recognize yourself in some of the following statements, it is especially worthwhile for you to engage with this book:

- » I want to spend the day in a good mood. «
- » I'm easily influenced by negative vibes from others. «
- » I tend to worry about anything and everything. «
- » I suffer from the daily stress and strain of my job, which makes me quick to react with irritation. «
- » My bad mood has a negative impact on others, such as work colleagues, clients/customers/patients or my family. «
- » I get affected by the mood swings of others, especially those of my direct colleagues/superiors. «
- » I am dissatisfied with my professional situation and this affects my whole life. «
- » I have the impression that my work makes me miss out on real life. «
- » My base mood is negative, but I want to have a positive basic attitude at work and in my thinking in general. «

## Short instruction for this book

In addition to the factual information on the topic »wellbeing at work« you will also find a lot of stories, moments to pause and exercises in this book. Here's what it's all about.

### The stories

In this book you will find a few stories and case studies. Some happened exactly as told, others in similar ways. Sometimes I tell a client such a story when they feel bogged down in their situation and need incentives to move on. Often they contain points which relate and can be transferred to one's own situation, with a little humour, so that one's particular situation may be seen from a different point of view. Some stories are about how you feel when you have to deal with ill-tempered people at work or even feel at their mercy, such as in the stories "Yearning for a perfect world" or "Under the radar".

Others talk about what it's like when you don't want to bow to performance pressure anymore, as in "Escape from home", or when someone's private life unsettles them so much that they have to find themselves all over again, as in the story "When private life puts a strain on work".



## Moments to pause

On many pages in the book you will find a stop. The stop serves to pause, to ask yourself some questions about self-coaching and to consider a situation from different points of view. Certain questions are helpful because they invite us to consider new perspectives and thus improve our mood. You can also use the stops to discuss these questions with a colleague, your team or a friend. This is particularly interesting if you are keen to explore other points of view as well. The direction in which we develop our thoughts is entirely in our own hands. For example, ask questions such as the following:

- What do I like about my work?
- What would I enjoy if I faded out the negative aspects?



## The exercises

The exercises are described in more detail than the stops and will also take a bit more time. You can do them again and again because you can get a different experience from them every time. You will find an exercise at the end of each chapter but there are also individual exercises within the chapters.

## Good mood versus bad mood

Cheerful, free and light-hearted – a good mood changes everything. As quickly as you achieve it you might lose it again. Its presence nevertheless leaves behind traces of cheerfulness, joy and optimism. Your whole life suddenly looks a little bit more interesting, exciting and wonderful. A good mood immediately affects the people around us. “Nothing in the world is as contagious as laughter and a good mood,” said the writer Charles Dickens. The moment we smile inwardly and outwardly, we gain energy, become more dynamic and imaginative.

A But no man can be happy 24 hours a day and keep spreading good mood. Too much gaiety, joy and happiness can have side effects too and lead to cockiness and recklessness. Those who spend a whole day on a high may not recognize dangers or tend to misjudge them in their exuberance. Moreover, when in such high spirits, one tends not to want to think about more profound difficulties and problems. Only changes in mood ensure the flexibility necessary to adapt to a particular situation and create the emotional basis for coping with it. However, difficult working conditions, troublesome colleagues, pointless activities or lack of recognition can also really spoil the mood at times. External stimuli – bad weather, heat or cold, bad odours, the noise level – can also cause the mood to change, just like worrying thoughts.

But whether it's joy, fear or a good mood, all our emotions have their origin in the brain. The mood at any point in time is the result of the interplay between a person and their working and life circumstances. The Roman writer and philosopher Seneca, who was supposedly born at about the same time as Christ, stated in his treatise »On the balance of the soul«: “Finally there are many manifestations of a fault in character, but only one consequence: Bad temper.”

## What influences the mood

Take a look at the list of influencing factors that can change our mood in an instant. There are a whole lot of them! Many of them are not always obvious, but work constantly in the background. The table is intended to encourage you to deal with your own situation and to identify the influencing factors relevant to you.

External factors	Internal factors
<p data-bbox="122 186 414 253">Weather: Heat, cold, rain, seasons</p> <p data-bbox="122 347 500 498">Relationships with other people: With the partner, the children, parents, friends, work colleagues, neighbours</p> <p data-bbox="122 593 469 825">Work: Work content, work environment, working climate, professional position, opportunities for further development, career opportunities</p> <p data-bbox="122 877 438 943">Financial situation: Income, property, wages</p> <p data-bbox="122 1040 472 1144">Housing: Location of the apartment, the apartment itself, comfort levels</p> <p data-bbox="122 1203 396 1225">Free time and recreation</p>	<p data-bbox="531 186 862 335">Self-perception: How do I feel about myself? About my appearance, my behaviour, strengths and weaknesses?</p> <p data-bbox="531 387 819 498">Expectations: What expectations do I have of myself?</p> <p data-bbox="531 593 842 698">Values: What values are important to me? Career, success, family, spirituality</p> <p data-bbox="531 877 876 988">Fears and worries: E.g. fear of unemployment, worries about money, about being alone</p> <p data-bbox="531 1040 862 1107">Review: What importance do I attach to particular events</p> <p data-bbox="531 1203 816 1314">Attitude: Openness, understanding, empathy</p>







## Stop: A new task

Consider briefly how your perception, your interaction with colleagues or your motivation changes when you are set a new task. How do you deal with it when you're in a good mood – and how do you deal with it when you're feeling low?

### A bad mood also has its merits

Life's good if you're the cheerful sort. A good mood is balm for the soul, life appears more colourful, beautiful and better. Unfortunately however, those who are never in a bad mood also miss out on a lot of stuff. A bad mood is part of life, just like failure, anger and frustration – and the other side of the coin, love, joy and happiness.

Surely everyone has experienced this: someone enters the room and the general mood suddenly becomes frosty. Everyone present immediately senses that it's better to steer clear of this person; if one does not do so, the result may be a ricochet. There are people who can poison the atmosphere by their presence alone. Their lousy mood transfers directly to the other people present. At work, a sourpuss is often enough to make everyone else run for cover. Some even manage to completely sap other people's motivation, creativity and joy at work.

Researchers at the University of Florida have shown that people who are confronted with unfriendly behaviour in the workplace can be infected with it and pass it on. In the study, 90 doctoral students were observed who negotiated with fellow students. It was noticed that those who rated their interlocutor as “unfriendly” were more often regarded as unfriendly by their subsequent interlocutor.

Those who are in the right mood at the right time are clearly at an advantage. What use is the good mood of the nicest person if he has to share the office with a killjoy and can do nothing about it? There are things we have no influence over. If you can come to terms with that and flexibly adapt to the circumstances, your mood barometer will rise again too.

If we consider negative moods as “normal” as well, life can be more relaxed. Only the alternation between sunshine and rain is the real spice of life.

## Tour of my mood themes

This book would like to help you take up so much positive energy that you can feel good whenever you want to feel good. After all, everyone wants to have enough energy for their family and other activities outside of work. The following questionnaire looks at different mood aspects. Answer the questions as honestly as possible with “more likely yes” or “more likely no”. The evaluation at the end will show you which aspects you should pay particular attention to when reading this book.

- 1 If I'm in a bad mood, others would do better to stay out of my way.
- 2 A negative working atmosphere also puts a downer on my own mood.
- 3 Every now and then I get into a bad mood without really knowing why.
- 4 If my boss criticizes something about me or my work, it makes me miserable.
- 5 I do not like talking to colleagues and superiors about my problems.
- 6 I'm not always as much in control of my moods as I would like to be.
- 7 Work processes at my workplace should be improved.
- 8 I am easily irritated by my colleagues' bad temper.
- 9 I struggle to find motivation for unpleasant work tasks.
- 10 I find it unsettling if clients or customers rude to me.
- 11 I often hear that I am sensitive or a snowflake.
- 12 When there's trouble at the company, I don't know how to behave.
- 13 The company should do more to ensure that the employees are happy.
- 14 My status is important to me and I also want to be well paid. For this I am prepared to put in the necessary effort.
- 15 Sometimes I just don't know what to do about my negativity.
- 16 I am very interested in other people but I often don't know how to deal with them.
- 17 Sometimes I feel guilty because I'm letting my anger out on colleagues.
- 18 Managers should be more responsive to employees' needs.
- 19 I am happiest when things are harmonious.
- 20 Work problems stay with me and affect my leisure time.

- 21 I spend too much time worrying about things that don't work.
- 22 You have to be wary of colleagues and superiors.
- 23 My colleagues should do more to create a better working atmosphere.
- 24 Sometimes my thoughts revolve around many negative things.
- 25 I would like to control my thoughts and feelings better.
- 26 Many things could be simplified at work.
- 27 In our company, bad mood is wide-spread.
- 28 I am as nice and polite to everyone as possible, and always helpful.
- 29 I cope badly with failure.
- 30 In everyday working life I often work flat out.

## Evaluation

The statements are assigned to the three areas A, B, and C:

A: 3, 6, 9, 15, 17, 21, 24, 25, 29, 30

B: 2, 4, 8, 10, 12, 16, 19, 22, 27, 28

C: 1, 5, 7, 11, 13, 14, 18, 20, 23, 26

Sum up the number of times you have answered an A, B, or C statement in the affirmative. If you have marked significantly more yes-answers in one area than the others, this area is most important for you. If you have reached a similar score in two areas or in all of them, both areas or all three are equally relevant to you.

## A: How do I deal with my moods?

The A questions deal with how we handle our own moods. If you have often ticked yes here, you do not seem to be quite sure what causes a change in your mood and how you can deal with your moods. Therefore, chapters 1 to 3 may be of particular interest to you. In particular, you should try the exercise »Listen to your moods« at the end of this chapter and »My mood traffic light« at the end of the second chapter. The exercise at the end of the third chapter, »Be pen pals with your own mood«, is also recommended for you.

## B: How do I deal with the moods of others?

The B questions deal with how the moods of others affect you. If you have frequently answered B questions with 'yes', this indicates that you should pay special attention to chapter 5 in this book. This is about how to remain self-determined even if the mood around you is lousy. Conflicts are part of working life but they should not dominate everyday work. Try the exercise »View the situation from the outside« in the middle of the fifth chapter as well as the exercise at the end of the chapter which steers you towards a more positive attitude by discovering »Good-humoured colleagues«. To make it easier for you to stay yourself, you can also use chapter 6. Take a deep breath, even if others annoy you, and don't let others spoil your own mood. The exercise "Listen to your moods" at the end of this chapter will also help with this.

## C: How satisfied am I with the working climate and working conditions?

The C questions deal with your satisfaction with the working climate and with your work conditions. If you have answered many C-questions with “more likely yes”, chapters 4, 8 and 9 are especially interesting for you. Examine the way you assess your performance, as well as conditions under which you work. It seems that you are not entirely satisfied with things as they are. See if it is worthwhile having another go at effecting a change. Especially if you are already a manager or are looking to advance to a higher position, you should look at chapter 8. You can encourage your team to try out the “mood board” in chapter 8. Experience how your mood changes when you “indulge others” as in the exercise at the end of the seventh chapter.

### Listen to your moods

This exercise will show you how good or bad moods affect you on a physical and emotional level. This way you can also actively feel a good mood. A piece of paper serves as an “anchor” to the ground for certain situations.

## How it works

1. Take some time and make sure you are undisturbed.
2. On a slip of paper, write »good mood« in large letters and »bad mood« on another.
3. Place the two slips of paper face up on the floor.
4. Place yourself alternately on top of one and then on the other slip: on the slip for »bad mood« think back to a situation where your mood was bad. What were you thinking in that situation, what were your physical reactions like and what feelings were associated with this situation?

Next put yourself on the slip for “good mood” and think back to a situation in which you felt really good. How was your thinking, and what about your feelings and your physical sensations?

5. Now stand in front of both slips of paper and consider how you feel right now: What are you thinking, what are you feeling, what thoughts are going through your head right now? How does your attitude change when you stand on one or the other slip of paper?

If you want to do the exercise more often, you can use two chairs as your “anchor”, a good-mood chair and a bad-mood chair. For example, if you want to be in a better mood again, sit in the good-mood chair and feel all the sensations that come with it.

## Example story: When time stands still

Diana is sitting on a pillow with the yoga mat under her. There are twelve people in the room and it is almost quiet - with an emphasis on "almost". Diana is keeping her eyes closed because that's what the instructor told them to do. Her hands are opened upwards, so that the illumination can flow into them directly from above. And yet she is angry. She is annoyed at her colleague Marianne who said that the meditation course was a life-changing experience for her. She is annoyed at the only man there, sitting front right, who keeps clearing his throat so that it is never properly quiet, and she is annoyed at the woman beside her, who has budged up so close to her that their mats overlap at the bottom. And now that she's started to get annoyed, all the trouble of the day surfaces as well. The trouble with the billing department which does not keep up with the invoices, and anger at her boss who's had the draft contract on his desk for over two weeks now and still hasn't looked at it. She peeks over at the instructor who is sitting in front of her, in a world of her own, simply doing nothing. Diana would love to earn her money that easily too. In the newspaper she had read that meditation helps to calm down, to reduce stress and to find oneself. She then asked how that worked and tried it at home by herself. But her inner centre, which everyone talked about, was not to be found. So far, the course is not proving any more successful in that either.

The instructor talks about sandy beaches which are supposed to appear in front of her inner eye, of vibrant colours that merge into each other, of mystical places and journeys



through her own body. But what she really feels is her back pain from long hours sitting in the office and her leg which can no longer be controlled at will because it has gone to sleep. Of lightness, serenity and the direct connection to the above, she feels nothing. For this third appointment, she had already struggled to even find the motivation to go. She has to admit that this course is not working for her. She just feels uncomfortable here and she keeps remembering things she could be getting done instead. She is glad that the trainer finally initiates the end. And yet it feels like a failure. What is she supposed to tell the others, when everyone else is so excited about the course? A few days later, Diana is invited to her niece's birthday. Everyone is sitting outside in the garden, the sun is shining and the children are playing hide and seek. Actually, she just wanted to come by for half an hour, but then she realizes how rarely she spends time outside. She enjoys the company, the sunbeams on her skin, the birdsong and the laughter of the children... And then she can suddenly feel the time standing still, even though the clock keeps ticking on. She can feel her thoughts calming down and an inner emptiness spreading through her, her body relaxing and her face breaking into a smile of its own accord.

## Summery at the end: Good mood coaching to go

Surround yourself with good-humoured people  
Surround yourself with good-humoured people as often as possible because the mood of the people we deal with every day invariably rubs off on us. If you often deal with grumblers and whingers you will easily get into a bad mood yourself. Therefore, look for the company of colleagues and superiors who regard the world in a positive way and look to the future with hope despite all their failures.

### Make a conscious effort to lift your mood

Make a note on a sticker of what works best for you personally if you want to lift your mood and stick the label to your computer, pin board or fridge. Intentionally schedule good-mood activities into your everyday life and add these activities to your calendar: making music, dancing, a game night with friends, a day at the pool, on the golf course...

### Recognise a bad mood as a signal

Just as we can be in a good mood, sometimes we can get into a bad mood as well. That is completely normal. However, if the bad mood lasts a long time or has a negative impact on other people, you should get to the bottom of it. Often a bad mood is a signal that something is just not right. It can be down to something in your private or professional life. So think about what function your bad mood currently has: Maybe you are working too hard? Perhaps you feel like retreating and you keep everyone else at arms' length with

your bad mood? Ask yourself what you need right now to get back into the mood you need to be able to work.

### Before work

You can already do a lot in the morning to ensure that you spend the day in the best possible mood. Be careful not to get up too late to avoid time pressure. Distribute any morning tasks between all family members. Let inspiring music help you wake up and enjoy some time by yourself. Prepare yourself for the day by thinking about what to look forward to on this working day.

### During work

Take care of yourself while at work. You should never overexert yourself but instead watch out for signs of tiredness and exhaustion of body and mind. Use your breaks to get out into the fresh air or at least open a window. Frequently change the position you work in, take the stairs instead of the elevator, go for a run through the local park during your lunch hour. Take in the colours around you, particularly those green islands. Don't forget to reward yourself for your work. Is there a task you have completed successfully just now? Perhaps you have got through a particular work load or signed a lucrative contract. Reward yourself! Tidy up your work station and make room for the next task, share your success with your colleagues or have a coffee break. Nutrition is also important for your well-being so make sure you eat a healthy, ideally natural diet.

## After work

Start the winding-down process as soon as you set off home. Pay attention to your surroundings and watch what is going on around you. Perhaps you enjoy doing sports after work, or to go for a walk in the fresh air. Spend some time doing the things you personally are most interested in. If you tend to remember important things late at night that stop you falling asleep, leave a notebook and pen on your bedside table. Make a bullet-point list of all the things that are going through your head. That way you'll know that you won't forget anything the next day.

## Weekends and holidays

Weekends and holidays are supposed to be times of relaxation. Do not therefore work through the whole weekend or even take your work with you on holiday but allow yourself some time-out instead, time you can spend with your family, your hobbies or simply reading a book. Restoring the balance feels good and gives you new energy for all your daily tasks.

## Short description: chapter 1 to 9

### 1. Work enriches life

We spend much of our time in the workplace. We want to feel good and alive there. In this chapter, you will learn about the most important factors that influence our mood and the effect a good or bad mood has on ourselves and on other people. If you are mindful of what influences your mood, you will gain a greater understanding of yourself and others as well. But not only that: along with this understanding, we usually also gain other ways of evaluating various events. And a different perspective allows for greater flexibility in how we act.

### 2. Feeling alive in everyday working life

This chapter establishes a connection between mood and work. Finding a positive relationship with one's job is not always easy. We often feel we are the victims of external circumstances, difficult colleagues or simply the need to make money. Especially when you feel that you are under someone else's control, it helps to remember what motivates you to work from the inside out. Since every person is different, everyone needs their own, completely individual strategies in order to feel alive in their daily work.

### 3. Be at peace with yourself

Those who are at peace with themselves have no need for a bad mood. It is however not so easy to find inner peace and balance within the stresses of everyday life. There is always something. There are enough events that can throw us off kilter. Sometimes we do not even notice, and if we do, we often do not really know what we can do about it. This

chapter looks at where our moods actually come from and to what extent our current mood determines our perception of events. You will learn why people who smile are happier, get a guide to the right amount of bad mood, and learn how to transform a bad mood.

#### 4. Shape the workplace

Full-time employees often spend more than a third of their time at work each week. That's a whole lot of lifetime. This chapter therefore deals with ways to shape the workplace and the working environment in a way that makes you feel good. Sometimes it's just little things that improve the atmosphere. A flower on the windowsill, a photo calendar on the wall or a lucky charm in the car. Not every workplace offers the opportunity for self-customisation, but there might be alternative options.

#### 5. Stay self-determined - despite adverse circumstances

A tough boss, demanding clients, bad teamwork - We tend to make our mood dependent on external circumstances and other people. In working life you can sometimes get the impression that you are at the mercy of others or at least of the circumstances. Especially if things do not really work in the interpersonal area, it can deprive us of any motivation and creativity. But where people have to deal with each other, there will invariably be occasional misunderstandings, tensions or other difficulties. Every now and then we come up against our personal limits, especially when we feel at the mercy of others. Grumblers, whingers and grouches can affect us well beyond working hours.

## 6. No time to spare

This chapter is about dealing with time. We often feel that we are wasting time. For example when we're stuck in a traffic jam, waiting for a colleague to finally get things done, or waiting for a customer who's late. Often, we spend time feeling bored. Particularly when waiting around seems pointless, we start to get angry. What creates this time pressure, how does it affect our mood and how can we make the most of it?

## 7. Give the body what it needs

This chapter looks at how we can support our good mood by giving the body what it needs. This includes sufficient exercise, good nutrition, restful sleep, and a few other things we rarely think about in everyday life.

## 8. Higher, faster, further - performance thinking examined

Society demands ever better performance, constant availability and continuous success. But not only the money is important but also recognition by colleagues and supervisors, fair treatment of other people and whether one is satisfied with what one does. If you get in a bad mood because you feel that your life is primarily limited to duties and your work is wasted life-time, then it's high time you dealt with your job situation in a creative way. For some, an alternative is something as simple as a change of tasks within the company, others might need a change of company and for some, quitting is the only option.

## 9. The influence of corporate culture on the mood

A company is a big social network and should not only focus on economic success, but also on the people who work within that network. Not only the building, the facilities and the work processes influence the mood, but also the way people deal with each other. All of this has a significant bearing on whether people are happy to go to work and feel connected to the company.

### About the Author

Dörthe Huth is an author and coach, born 1968 in Germany. Her work revolves around all that is good for the soul, especially for work-life-balance. With her books she invites to let go, redefine and think laterally. She studied German, psychology and computer linguistics and is a non medical practitioner of psychotherapy, ECP-Holder (European Certificate of Psychotherapy), and trained in various consulting and relaxation techniques, including Gestalt therapy.

In addition to several book publications with other publishing houses she is also represented in numerous anthologies and literary magazines, and "30 Minutes of Mindfulness" has also been published as an audiobook with Gabal Publishing House.

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