

# Happiness In Hard Times™

How To Be Happy When Times Are Tough & Help Others To Be Happy Too!

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## Action, Activity & Achievement

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Tough times bring many new challenges. It's easy to get overwhelmed and uncertain about what to do next. The solution is: **Get Moving! Action, Activity And Achievement Are Empowering.** Completing even simple tasks helps fuel a desire to achieve more. **The GREATEST DANGERS ARE ISOLATION and INACTIVITY. Do Not Isolate Or Insulate Yourself From People, Experiences And Opportunities That Can Help You.**

**Begin With Short Easy Warm Up Tasks.** Decide exactly what you are going to do and how much time to allow for it. **Celebrate Successful Completion Of Each Task.** This is very important. Recognition and celebration of successes is a key to building a series of successes. Watch time carefully. A sense of urgency creates energy, decisiveness and focus. Know exactly what you want to achieve and how much time you have to complete it.

**Have Fun While You Work.** Play music, turn tasks into games, keep score, take pride in doing simple jobs well. **Fuel Your Life And Your Work With Fun. Decide What You Are Going To Do And Find Ways To Enjoy It.**

**Make Lists Of Small, Very Specific, Easy To Achieve Tasks That Help You Attain Major Goals.** Making lists and checking off completed tasks is always more satisfying than working without lists because it recognizes each completed task. Or decide to work very hard on one specific step or section for a short, definite period of time, 10 - 15 minutes. Then **Stop, Detach, Admire Your Achievements and Assess Your Progress** in terms of the larger goal. Determine what you will do next and for how long.

If you don't know how to do something or how to do it well, make finding out and practicing it a task. Determine how much time you can give each step or section so you don't get sidetracked or distracted. If you don't know how to write a dynamic resume, make researching it a task. Keep it simple, straight forward and be ready to revise, improve and customize what you have done.

**Construct Goals Based On What You Can Control.** Don't say, I'm going to have a job by next Wednesday because you don't control that outcome. Say today I am going to research three companies I want to work for. I am going to list people I know who might know about those companies. I am going to contact them to ask if they have insights about how I might get hired. Ask people for help you know they may be able to provide.

**Make Each Step Small, Specific And Easy To Achieve.** Then stop, celebrate each successful completion and assess your progress in terms of the larger goal. **Try To Do YOUR Best, Be YOUR Best and Feel YOUR Best All of the Time. Our Focus Determines Our Feelings. Focusing Doing Your Best Makes You Feel Good.**

**Ask, What Can I Do To Get Even Better?** What can I do to be more competitive? Loose weight? Relocate? Learn new skills? Polish and present existing skills and strengths more effectively? Show how my experience and expertise can be valuable in new places? Turn tasks into exciting, interesting adventures.

**Get Moving! Action, Activity & Achievement Are Empowering. Fuel Your Life and Your Work With Fun. Decide What You Are Going To Do, Find Ways To Enjoy It. Try To Have A Good Time All of The Time.**

Wishing you great happiness and spiritual success,

Michele Moore and the Happiness Habit® Team