## COACHING HAPPY EMPLOYEES Checklist

### DAILY
- [ ] Thank a deserving employee (FRE = Frequent Recognition & Encouragement)
- [ ] LBWA = Lead by walking around
- [ ] Be hands off & empower
- [ ] Use positive language choices
- [ ] Provide subordinates will Losida Line (6:1 Pos:Neg) feedback
- [ ] Role model desired actions
- [ ] Prioritize physical activity
- [ ] Stomp out drama/conflict
- [ ] Educate & empower employees
- [ ] Practice active listening
- [ ] Find & engage in flow activities
- [ ] Take 5 at the end of the work day
- [ ] Learn in the morning/ Insight at night

### WEEKLY
- [ ] Start each meeting with something positive / fun
- [ ] Praise peers & subordinates in meetings
- [ ] T&A = Thank Others & Absorb Accountability
- [ ] Have at least 1 walking meeting
- [ ] Mentor an employee
- [ ] Create a priority list
- [ ] Celebrate successes with the team
- [ ] Learn 3 things during every bad meeting
- [ ] Cancel unnecessary meetings
- [ ] Non-agenda time with your supervisor/subordinates
- [ ] Read an article or watch a Ted Talk
- [ ] Start 1 new relationship with peer

### MONTHLY / QUARTERLY

#### MONTHLY
- [ ] Track & update personal and professional (stretch) goals
- [ ] Reconnect with a mentor/sponsor
- [ ] Email a memorable alumnus /former employee
- [ ] Participate in a community service project

#### QUARTERLY
- [ ] Hold a fun staff development session
- [ ] Engage in a Quarterly Planning Retreat
- [ ] Identify and stalk a BHAG
- [ ] Evaluate your own performance
- [ ] Turn in a conference presentation proposal with a trusted colleague

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WRITE YOUR OWN!
# ADDITIONAL RESOURCES

## BASICS OF HAPPINESS

The Happiness Advantage: The Seven Principles of Positive Psychology That Fuel Success and Performance at Work  
[bit.ly/AB16positivity1](bit.ly/AB16positivity1)

Live Happy: Ten Practices for Choosing Joy  
[bit.ly/AB16positivity2](bit.ly/AB16positivity2)

The How of Happiness: A New Approach to Getting the Life You Want  

Don't Miss Your Life: Find More Joy and Fulfillment Now  

Flourish: A Visionary New Understanding of Happiness...  
[bit.ly/AB16positivity5](bit.ly/AB16positivity5)

Authentic Happiness: Using The New Positive Psychology...  

Happier: Learn the Secrets to Daily Joy and Lasting Fulfillment  
[bit.ly/AB16positivity7](bit.ly/AB16positivity7)

## BEING A HAPPIER EMPLOYEE

The Power of Habit: Why We Do What We Do In Life & Business.  

Real Happiness at Work: Meditations for Accomplishment...  

Wiser: Getting Beyond Groupthink to Make Groups Smarter  

Fun is Good  

## BEING A BOSS WHO CREATES A HAPPIER WORKPLACE

Good to Great: Why Some Companies Make the Leap...  

Happiness at Work  

Work Happy: What Great Bosses Know  

Profit From the Positive: Proven Leadership Strategies to Boost...  

Happy Hour is 9 to 5  

The Coaching Habit: Say Less, Ask More & Change the Way You Lead  