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TOP FIVE WAYS TO BE HAPPY AT WORK

1. Learn something new

Often people are unhappy at work when they feel like they're not growing or learning anything new. Make the effort and spend some time learning more about the business you work in or the business you'd like to work in eventually. Ask your manager or supervisor for training classes or tutorials you can take to learn new things or improve your skills. (Ask your Specialty Recruiter about our free tutorials)

2. Become more efficient

Frustration can sneak up on you when you're constantly feeling bogged down by tasks that feel like they're taking longer than they should. Develop a new system; team up with a coworker and ask them how they handle those same tasks. You might be able to learn from your co-workers and they will appreciate you asking for their advice. Improve your skills with software training.

3. Get Organized

Whether it's organizing your desk or organizing your outlook folders, knowing where things are and being able to find them quicker can make you feel more efficient and give you piece of mind that you're not forgetting anything or losing documents. This will lift stress, frustration and mental fatigue.

4. Think positive thoughts

When we think positive thoughts, our attitudes are positive and we transfer energy and enthusiasm to the people we work with. Sometimes you can't help but think negatively and when these feelings arise try to focus on options to build positive morale.

5. Avoid gossip

Gossip in the workplace can create an uncomfortable atmosphere for not only the person the gossip is about, but for everyone in the workplace. Gossip can often become like the old childhood game of "Telephone", where one person starts the spread of information, and by the time it reaches the last person, it has evolved and changed into something entirely different. Some gossip may have truth to it, while other bits of information carried on by gossip may be false. Either way, gossip is a hurtful means of communication and should be avoided at all cost.

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