

20 simple tips to be happy now

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Introduction

This e-Book is based on Dr. Sharp's popular publication "The Happiness Handbook". Each of the tips listed here is described in more detail in this book, which also has a series of accompanying workbooks.

For more information, see the final page of this document or go straight to The Happiness Institute's website at www.thehappinessinstitute.com.

This e-Book is also based on the following philosophy:

- Happiness is the ultimate purpose in life
- Happiness is achievable, for all of us
- Happiness is determined more by our minds than by our circumstances
- The disciplines that will lead to and enhance happiness (such as helpful thinking and good habits) can be learned and mastered, with practice.

Tip 1

Make happiness a priority. If happiness is not at the top of your list then other things will take precedence. If other things take precedence, they may well interfere with your efforts to feel good.

Tip 2

Make plans to be happy. Those who fail to plan, plan to fail. Just like in any other life domain, the successful pursuit of happiness requires planning.

Tip 3

Set happy goals. Following on from Tip 2, planning requires effective goal setting. And don't forget to make sure your goals are SMART (specific, measurable, achievable, relevant and timed).

Tip 4

Do things that make you happy. Although this sounds obvious, many people simple forget to do things from which they gain pleasure. And do them as often as possible.

Tip 5

Set yourself tasks from which you'll gain satisfaction. As well as pleasure and enjoyment, satisfaction is also an important part of happiness. So make sure that when you're planning your tasks and activities you include things that might not be fun, but from which you'll gain a sense of achievement.

Tip 6

Play and have fun. Don't take life too seriously. Although we all have responsibilities there's no reason why we can't approach much of our lives in a playful manner. In fact, those who do so will undoubtedly be happier.

Tip 7

Identify where your strengths lie. Know where your faults and weaknesses are to avoid problems. Know where your strengths lie to be really happy and to succeed in life.

Tip 8

Utilise your strengths. Although we all can and should endeavour to improve in areas in which we're weak there's just as much, if not more, to be gained from focusing on the maximal utilisation of your strengths (including all your positive qualities and attributes).

Tip 9

Be curious. Constantly search for new ways to be happy. Keep a look out for new ways to approach life and to have fun.

Tip 10

Be grateful and appreciate what you have. We all have many choices in life one of which is whether to focus on all the things we don't have (of which there might be many), or to focus on all the things we do have. There's no doubt, that gratitude and appreciation will significantly increase your chances of experiencing happiness.

Tip 11

Learn to like and ideally to love yourself. We must love before we can be loved. To love others and to be loved by others is a key component of happiness.

Tip 12

Invest time and energy in to your key relationships. Happy people spend more time working on and in their relationships. Happy people tend to be more supportive of other people in their life. Happy people are more generous and altruistic.

Tip 13

Socialise and interact with others as much as possible. Happy people have both more and better quality relationships. So as well as working to improve the quality of your relationships (as noted in Tip 12) it's also worthwhile working to improve the number of your relationships.

Tip 14

Weed out unhelpful thoughts. The Dalai Lama has been quoted saying that “The central method for achieving a happier life is to train your mind in a daily practice that weakens negative attitudes and strengthens positive ones.” Learn first to identify your thoughts and then begin to challenge those that are negative and unhelpful.

Tip 15

Plant happier, optimistic thoughts. As noted in Tip 14, there are two parts to developing helpful, optimistic thinking. The first is to weed out unhelpful negative thoughts and the second is to plant more positive, optimistic ones. This is essentially a skill, and like any other skill becomes easier and more effective with practice.

Tip 16

Live a healthy life. Eat well and keep active. Exercise regularly. Although not impossible, it's difficult to be happy if you're constantly sick and not very healthy.

Tip 17

Ensure you gain adequate sleep and rest. Consistent with Tip 16, it's difficult to be happy if you're constantly tired and struggling to find enough energy to get through the day. To assist with this, regularly practice relaxation and/or meditation strategies.

Tip 18

Manage your time and priorities. Happy people tend to believe they're more in control of their lives. In doing so, they're more likely to take an active approach to solving problems. If something's not quite right in your life, do something. And further, make sure that what you're doing is important. Put first things first.

Tip 19

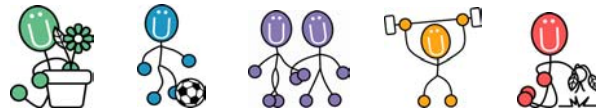
Control what you can control. Accept what you can't control. And learn to be wise enough to know the difference.

Tip 20

Live in the present moment. The author, Henry Miller once said “Every moment is a golden one for him who has the vision to recognise it as such.” The only moment in which we can truly be happy is the present moment. The only moment over which we have control is the present moment. So be happy now! Because if not now, then when?

Tip 21 – an EXTRA tip to make you happy!

Make happiness an integral part of your life. Develop happiness routines and make them a part of your every day living. Remind yourself however you can to do what you need to do and reward yourself as often as possible for doing what you’ve done.



The Happiness Handbook: strategies for a happy life

Find out more about how to be happy in Dr. Sharp's
"The Happiness Handbook" (Finch, 2005).

In 10 chapters, Dr. Sharp addresses:

1. Planning for happiness
2. Making yourself happy
3. Using your strengths to be happy
4. Relationships and happiness
5. Thinking optimistically
6. Managing your resources
7. To control or not to control?
8. Happiness is "now"
9. Integrating happiness into your life
10. How will you know when you're happy

"The Happiness Handbook" includes numerous accounts of how Dr. Sharp has helped actual clients and in addition, **each chapter concludes with a "happiness activity"** to help get you started.

According to Siimon Reynolds, best selling author, "Dr. Sharp is one of Australia's leading happiness experts. **This superb summary** of the art and science of happiness, written in an easy-to-understand, inspiring way, is a very useful book – full of simple, but powerful ways to get happy and stay happy. **Wisdom is on every page.**"

The Happiness Institute's Workbooks

And find out even more in The Happiness Institute's specially designed happiness workbooks.

Based on the assumption that it's not enough to just read about happiness strategies, these practical and extensively tried and tested workbooks help you really apply the skills and strategies necessary for real and lasting happiness.

The first series includes five workbooks covering the following topics:

- Clarifying your life purpose and goals
- Weeding our unhappy thoughts
- Planting optimistic thoughts
- Identifying and utilising your key strengths
- Building happy relationships

These, along with Dr. Sharp's "The Happiness Handbook", are all available on The Institute's website at www.thehappinessinstitute.com/products.

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And finally, The Happiness Institute also offers the following:

- A **free eNewsletter** that includes helpful tips, research updates, book reviews and information about what's on
- **Self-help options** such as Dr. Sharp's "The Happiness Handbook" as well as the Institute's specially designed Workbooks
- **Distance options** including an eCoaching and Tele-coaching service
- **Face-to-face options** such as individual happiness coaching and small group programs

In addition, the Institute delivers seminars, lectures and workshops to organisations and schools.

For more information:

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