

**Bigger Why:** Why do you want to prioritize your wellbeing?

## Happier Skill: Gratitude

### Daily Practice: 3 Gratitudes Before First Email

Before you open your email in the morning, capture 3 things that you're grateful for in some way—write them down, take a photo, say them or text them to someone else. The more specific you can be the better and remember that small things count just as much. (Consider writing your 3 gratitudes as your first email of the day and sending it to a friend or team member—when you share what you're grateful for, you boost the positive effects while encouraging the recipient to practice gratitude, too.)

### Practice: Gratitude Meeting Bookends

Begin a meeting with a gratitude moment—either sharing something you appreciate or expressing specific and genuine gratitude towards someone. End the meeting the same way by asking if someone else would like to express their gratitude.

## Happier Skill: Intentional Kindness

### Practice: Check in with a Colleague

Make time to check in with a colleague and ask them how they are doing. You can do this in person or via email, Slack or MS Teams, or text. Simply ask about your colleague—not just work—and remember to listen without having an agenda or jumping in to solve a problem. Take this time to let them know you care about them and are willing to listen.

## Happier Skill: Self-Care

### Practice: 10-Minute Self-Care Reset

Schedule a regular 10-minute break during your day (consider doing this in the afternoon, when our energy usually slumps). Ask yourself: “What is fueling or restful that I can do right now?” and then do that for 10 minutes. Your 10-Minute Reset can be simple, from taking a quick walk outside (or even around your office), closing your eyes and just focusing on your breath for a bit, or grabbing a cup of tea and drinking it without multitasking. (Consider inviting someone on your team to join you for your break sometimes—you’ll have company and encourage others to refuel.)