

every  
woman  
WORKBOOK

THE  
HAPPY  
SUCCESS



# About this workbook

At everywoman, we deliver a range of innovative products and resources that unlock the potential and talent of women in business globally. Whether you're just starting out, looking to progress your career, or even to build and develop your own enterprise, the everywomanNetwork provides a wealth of personal development resources, advice and inspiration to address the challenges you face at key stages in business. We produce workbooks on topics that matter most to our members and we're constantly listening to your views to give you the tools you need to propel you through your life's work, at a time and place that suits you.

Welcome to our workbook, *The Happy Success*.

For a lot of women, success can feel like compromise — that in order to be successful, something has to give. Perhaps you feel burnt out — that there's always something needing your attention or that only when you've achieved certain milestones can you truly relax and be happy.

When we're in this mindset, work-life balance can take a backseat. Are you so busy making sure everyone and everything else is OK that your needs inevitably come second, if not even further down the list?

If you're in this place, you may be experiencing a loss of mojo, energy and simply put: happiness. However, it doesn't have to be this way. In this workbook, we will:

- Redefine what success means for you personally. A lot of us are so busy working towards achieving certain things that we forget why we actually want those things in the first place. You might be working towards a version of success that wasn't yours to begin with. Without being clear about what success actually means for you, it's almost impossible to enjoy the process of achieving it.
- Discover the truth about work-life balance and how to realistically achieve it. You will learn that work-life balance might not be what you think it is, and that with a change of approach and a few small intentional actions, you can feel more balanced in all areas of your life. You will see that these small shifts can bring a feeling of success and happiness — now.
- Change the success-happiness paradigm. Most people put off feeling happy until they have achieved their goal (whatever that might be). But in reality, when we focus on our happiness first, and feeling joy now, we are able to achieve our goals far quicker and far more effectively.

We'd love to know how you get on – email us at [karenmax@everywoman.com](mailto:karenmax@everywoman.com) or tweet us @everywomanuk.

Max & Karen  
and the everywoman team

# What does it mean to be successful?

A more important and relevant question is: What does it mean to be successful to YOU?

So often people have an idea about what success is based on; what they think they 'should' do; what they think they're 'supposed' to have; and how they think they're 'meant' to be.

We give ourselves deadlines, expectations and associations of what certain things mean based on our upbringing, society, insecurities, and comparing ourselves to others.

But this can make us feel stressed, anxious, and guilty.

We think we're supposed to be further along; we think we have to work harder in order to be deserving of what we want; we think we have to be busy all the time; we think we need to achieve *a*, *b*, and *c* before we can be happy; and that when we've done *x*, *y*, and *z* then we can relax and be happy.

In order to break this spiral and achieve real success and happiness, the first thing you have to do is become really honest and clear about what you want.

## Redefining what success and happiness means for you

Consider what the American author and founding voice of personal development, Earl Nightingale said about success:

### “SUCCESS IS WORKING TOWARDS A GOAL.”

He goes on to talk about how happiness is found when we learn to enjoy the process of working towards a goal.

Isn't this so different to how we have been taught to view success?

We are taught that when you have achieved something, then you will be successful, and then you will be happy.

- *“When I've finished this project, then I'll be successful, and then I'll be happy.”*
- *“When I've secured this promotion, then I'll be successful, and then I'll be happy.”*
- *“When I have a bigger house, then I'll be successful, and then I'll be happy.”*



## EXERCISE

**What have you said that you need to do in order to be successful and then happy?  
Write them down:**

When I \_\_\_\_\_ then I'll be successful, then I'll be happy.

When I \_\_\_\_\_ then I'll be successful, then I'll be happy.

When I \_\_\_\_\_ then I'll be successful, then I'll be happy.

When I \_\_\_\_\_ then I'll be successful, then I'll be happy.

When I \_\_\_\_\_ then I'll be successful, then I'll be happy.

But, if we look at success not as just achieving a goal, but as actively and intentionally working towards a goal — and enjoying the process — it changes everything.

This might sound like:

- *"I'm happy and successful because I'm working towards being as healthy and strong as I can be."*
- *"I'm happy and successful because I'm working towards creating a career that I enjoy and I'm compensated well for."*
- *"I'm happy and successful because I'm working towards having a happy family who make wonderful memories together."*
- *"I'm happy and successful because I'm working towards having a strong relationship that gets better and better with time."*

Shortly you're going to think about what it is you want to work towards, and how you can get happiness from the process.

But first, let's talk about work-life balance and how our old beliefs around success and happiness may have been affecting your ability to achieve them.

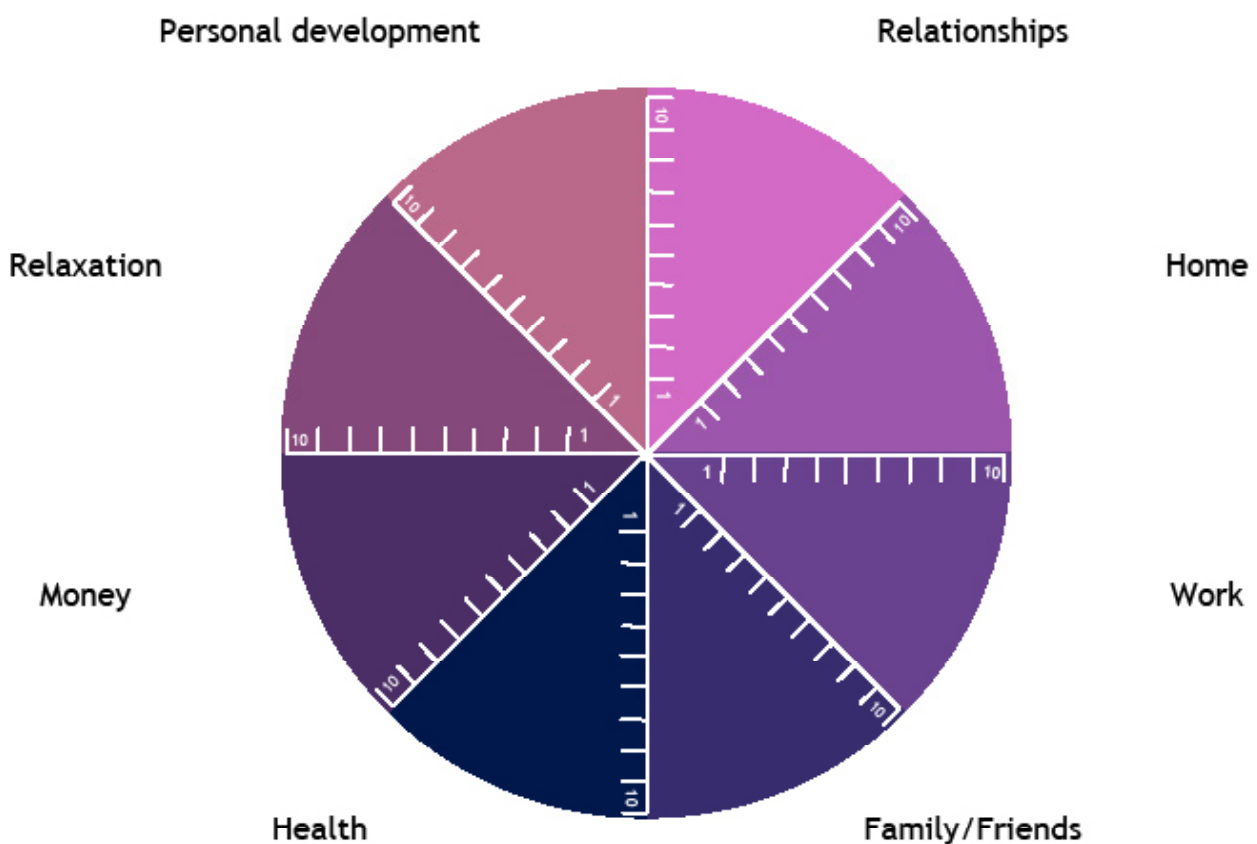
# The truth about work-life balance

The truth is, there is no such thing.

Seeing work as one part of your life — and 'life' as everything else, makes it impossible for you to achieve balance. That's simply not how it works.

## The wheel of life

This is representative of all the different components of your life. Take a look at each one and give yourself a score out of 10 for how happy you are at this moment in time (10 being completely happy). How much are you enjoying the process of working towards whatever goals you have? Do you even have a goal in this area?



Now join all of your scores together.

Imagine that was a wheel on a bicycle. How far would your bicycle get you? When most people first do this exercise, they end up with a very wonky wheel! This is because they've forgotten that work is just one spoke on the wheel. And there's also a tendency to underestimate the way in which every single spoke affects the others. So, in order to achieve your goals whilst maintaining your work-life balance, you need to be giving attention to all the areas. This will give you a feeling of having 'balance'.

**IMPORTANT:** This doesn't have to be with equal amounts of time, it just needs to be with equal amounts of energy and intention! This is where a lot of us go wrong. We think that it is time spent in an area that will bring results. And if we don't have 'enough' time for a particular area we either don't do it all; or we do it with a scattered energy which makes us feel overwhelmed, burnt out or resentful.

So, what this means in practice is 20 minutes of undivided attention with your children is better for a feeling of happiness and success (and therefore work-life balance) than an hour of time with them while you're checking your work emails on your phone. This can just make you feel stressed and guilty.

Doing 10 minutes of intentional exercise you enjoy is better than not doing anything at all because you don't have the time to do a full hour. This just leads to another day without doing any exercise, and then another and then another. But if you only committed to doing 10 minutes of something and gave it your full focus, you feel more balanced and see results.

Allowing yourself to be all in at work and then turning off completely for a period of time when you get home means you'll feel more focused at both work AND home.

For each category on the spoke I want you to think about what you want. What would success in that area look like for YOU? Remember, this is not about what you 'should' do.



## EXERCISE

**And then answer: what's working, what isn't and what you want to work towards. What would a 10/10 be for you?**

### Work

What is working:

What is not working:

What do I want:



## EXERCISE

### Relationship

What is working:

What is not working:

What do I want:

### Family/Friends

What is working:

What is not working:

What do I want:

### Home

What is working:

What is not working:

What do I want:



## EXERCISE

### Money

What is working:

What is not working:

What do I want:

### Personal Development

What is working:

What is not working:

What do I want:

### Health

What is working:

What is not working:

What do I want:





## EXERCISE

### Relaxation

What is working:

What is not working:

What do I want:

Remember, you don't have to have a 10/10 to be successful! You only need to be working towards it. That means having a small action that you can do consistently – and that you enjoy – that will take you closer and closer to your 10.

So, let's go back to the list and pick out just one small thing that would help you move towards what you want in each area. Here are some examples:

**Work:** weekly networking, asking for a raise, fixing your CV, getting a mentor.

**Relationship:** date night once a month, 20 minutes of undivided 'us' time nightly, turning off phones over dinner.

**Friends/Family:** seeing someone less, seeing someone more, monthly girls' night.

**Home:** unpacking the boxes, doing a declutter, adding fresh flowers.

**Money:** starting a savings account, speaking to a financial advisor, reviewing expenses.

**Health:** exercising for 20 minutes daily, drinking more water, cutting down on sugar, getting X many steps in per day.

**Personal Development:** starting a new hobby, reading a book, taking a course.

**Relaxation:** going to your place of worship, meditating for 5 minutes a day, a weekly bath, a weekly walk in nature.

These are just a few ideas, but by no means are they what you 'should' be doing.

Look at what it is *you* want, and chose one small thing you could realistically do to work towards what it is you want. (Remember, that is what success is).

Work: \_\_\_\_\_

Relationship: \_\_\_\_\_

Family/Friends: \_\_\_\_\_

Home: \_\_\_\_\_

Money: \_\_\_\_\_

Personal Development: \_\_\_\_\_

Health: \_\_\_\_\_

Relaxation: \_\_\_\_\_

## Top tips for balance

1. Be all in with whatever it is you're doing.
2. Be consistent with small daily habits in all areas of your wheel.
3. Get better at saying 'no'.
4. Remember that there is no such thing as time management — it's choice management. You choose where to spend your time and energy.
5. Look at what you could be delegating/paying someone else to do.
6. When doing anything, ask: 'Is this moving me towards my goal in this area?'
7. Find a way to enjoy the process!

# Enjoying the process - the happiness/success paradigm shift

Essentially, happiness and success work the opposite way to how we have been operating:

It's not '*when I have x then I will be happy*'.

We achieve success when we approach our goals with a '*when I am happy, then I will have x*'.

This isn't just a nice way of thinking about things.

When you are happy, you produce dopamine and serotonin. These hormones help you to:

- Be more creative in your thinking.
- Be more resilient when problems occur.
- Learn new information faster.
- Communicate more clearly.

Essentially, when you're happy first, you become more successful in all areas of your life.

There are simple things that you can do every day that will boost your serotonin and dopamine levels (aka: the happiness hormones). And each one directly impacts how successful you are:

**1. Daily gratitude.** By focusing on 3-5 things you're truly grateful for, you raise your dopamine levels and force your mind to notice opportunities and positive factors within the day. For example:

- 'Today I am grateful for...'
- 'My intention for today is...'
- 'The goal I am working towards today is...'
- 'One thing I will do today to bring joy is...'

**2. Exercise.** Exercise boosts endorphins and dopamine and teaches your mind discipline. With these hormones - plus the energy you create from being fitter - you're able to get more done and more effectively within a day.

**3. Meditation.** Quieting the mind is a very powerful way to lower our cortisol levels (stress hormone) which then allows for more serotonin. When you 'still the chatter' in your mind, you're able to hear inspired creative ideas and solutions that otherwise get drowned out.

**4. Dancing.** A lot of stress and anxiety is held in our bodies. By moving to music you enjoy, you can release this energy and produce dopamine. A lot of creative ideas happen when you move your body for this reason.

**5. Random act of kindness.** Research shows that when you do an act of kindness for someone else, it boosts your serotonin levels. This is known as the 'giver's high'. It also helps you to get out of your own head by forcing you to look outside of yourself to find an opportunity to do something for someone else. This could be sending a handwritten thank you card, buying someone a coffee, offering to help a neighbour with something etc.



EXERCISE

What are some things that bring you joy?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

How can you do more things that will bring you joy every day?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Tips

1. Practice gratitude as you wake up in the morning, while you're having your coffee, or even with your children before they go to school.
2. Set reminders on your phone to drink water, move your body, stretch.
3. Try walking meetings. You can do this on the phone or in person. You'll get some steps in and have better conversations with people because moving while talking activates creativity and openness.
4. Create a feel-good playlist and listen to it while you're getting dressed/commuting instead of checking emails or worrying about your to-do list. Use the time to get into a positive, happy state (which will make you more efficient).
5. Look at your goals and pick out the one or two daily activities that will help move you closer to them. Do those things before you check your emails. This means that no matter what happens that day you will have a feeling of happiness and success because you already took action towards something important to you.
6. Put post-it notes up with positive affirmations and quotes that will help lift your mood and bring you joy.



### EXERCISE

Look at your list of things that bring you joy above. How will you ensure you do more of them every day?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

# Action plan



## EXERCISE

Pick out three areas on your wheel of life that you want to work towards:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

What are one or two small daily actions you want to take towards achieving those?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

What will you do each day to give you a sense of happiness and joy?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

# The Happy Success

## Further resources

[Shawn Achor: The happy secret to better work](#)

[Earl Nightingale: How to be happy before success](#)

[The secret of success: Is it happiness?](#)

## everywomanNetwork Resources

[Webinar: The happy success](#)

[Need more 'life' in your work-life balance? 6 simple ways to create more 'you' time](#)

[The origins of happiness: The science of wellbeing over the life course](#)

[Happiness: A mystery and 66 attempts to solve it by Sophie Hannah](#)

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Any topics you'd like to see on the everywomanNetwork?

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