



# Australian Professional Recruiters Group

---

## Being Happy At Work

**Everyone spends a significant amount of time at work, so it is important for you to feel that you are contributing, are valued and most importantly, feel happy in your role and place of work.**

The following are some simple steps you can take to stay happy at work for longer.

### Communication

Open communication is the single most important driver leading to a happy work environment. A lot of problems stem from a lack of communication between team members or a lack of communication with management.

Making an effort to build good relationships with other team members can contribute greatly to long-term job satisfaction. Close personal relationships make it easier for people to share their ideas and achievements, and create a positive work environment.

If a problem arises, talk to your Manager before it escalates too far. Managers can help to resolve conflict in the workplace, but if they don't know there's an issue they can't help you.

### Expectations

It is important to have a clear understanding of what is expected of you in your position and also what the company is trying to achieve.

It makes it a lot easier to live up to expectations when you both know and understand them. If you're unsure, talk to your manager and make sure you understand what your daily routine should involve and what you contribute to the company. If you can do your job and then a little bit extra that helps the company progress, this will help to give you greater job satisfaction, because you can see that you are making a valuable contribution.

### Setting Goals

It is important to establish short and long term goals to help you crystallise what you want to achieve in your job, career and also within your organisation.

Talk to your manager about your goals. For example, if your goal is to learn new tasks and take on more responsibility, tell your manager so they can keep you in mind for such opportunities when they're doing their business planning. They will also work with you to help you reach your goal.

### Training & Learning

Further education in line with your job is also very important. Try exploring the possibility of additional training so that you have more to offer the organisation you work for, while progressing yourself at the same time. Some employers support tertiary studies, industry training, or maintain comprehensive internal training programs.

### Work/ Life Balance

Knowing when to go home is a simple yet important factor in avoiding burn-out over the long term.

Put in a solid day's work rather than trying to cram a day and a half into each working day. You work better when you are fresh, and will make fewer mistakes. When people are fresh they also tend to be more enthusiastic and motivated in the workplace.

### Lastly, Have Fun!

It is important to have fun at work. There are many ways to have fun at work whilst achieving organisational goals and staying within acceptable boundaries.

Very few jobs are exciting all of the time, so find out what you enjoy most about your role and have fun with it as much as possible.

### Ask Us A Question?

Should you like any more information please email [corporate@aprg.com.au](mailto:corporate@aprg.com.au)

