

A woman in a red dress stands in a field of wheat, her arms raised in a gesture of joy or triumph. The background is a soft, golden light, suggesting a sunrise or sunset. The text is overlaid on the image, with the main title in a white box at the top and the subtitle and author name below.

**HEALTH AND
WELLBEING
POSITIVE
PSYCHOLOGY
AND HAPPINESS**

**Creating Reason and
Meaning in Our Lives
during Challenging
Times**

BY PAULA KING

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“You’re braver than you believe, and stronger than you seem, and smarter than you think.”

A.A. Milne

Dear Friend

I hope you find this 'Personal Happiness Planner' brings you joy as you complete the different exercises. It will encourage you to set goals and explore your current paradigms, in order to create positive change, raise your energy and form new habits.

Remember, happiness is a personal journey and is one of choice. If one of the exercises does not appeal to you, don't worry, just leave it and move to one that you find more enjoyable.

My wish for you is that you will create beliefs that serve you leading to positive, joyful and happy emotions which, in turn, will allow you to implement actions which will move you towards achieving all your goals and become the best version of yourself.

All positive thoughts to you as you navigate life's journey.

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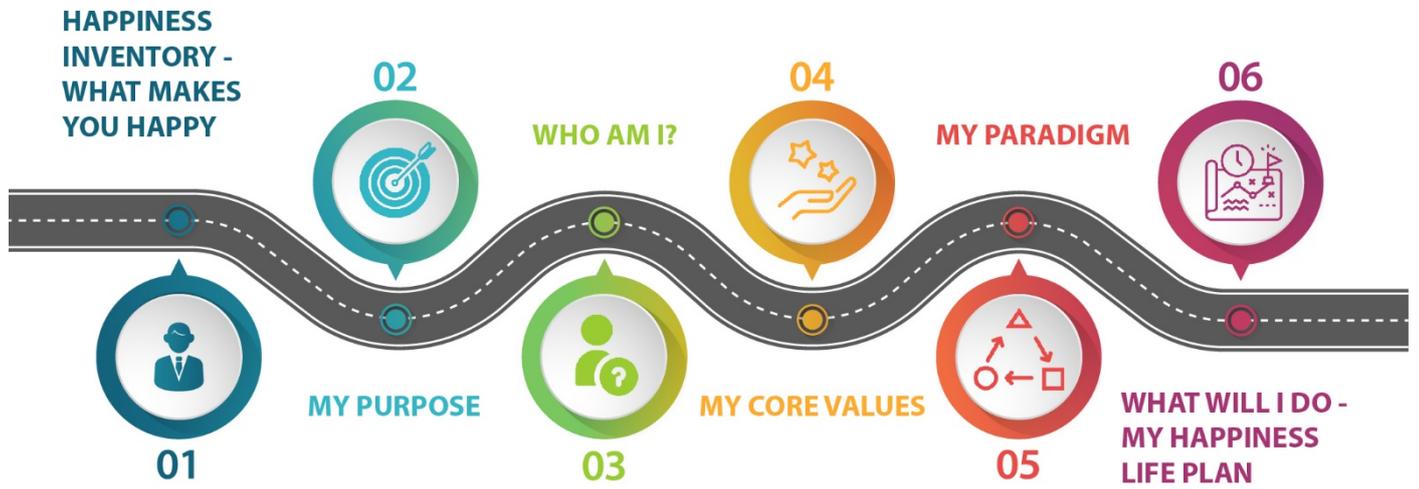
“It always seems impossible until it is done.”

Nelson Mandela

Words create worlds

30	What do I choose to focus action on today?		
Be comfortable in your own skin		Appreciate what you have	
Listen to your inner voice		Be understanding	Live simply
Eat healthy	Exercise	Meditate	Do what you love
Believe in yourself		Travel	Expand your comfort zone
Embrace your solitude		Live with passion	Self-reflect
See the positives in everything		Learn & grow from setbacks	
Cherish your loved ones		Be nice	Express your gratitude
Let go of your need to control		Spend time with nature	
Live in the moment		Be kind	Have an open mind
Avoid overthinking and worrying		Values	Be authentic & genuine
Drop the resentment within		Learn to accept & let go	

Roadmap



1. What makes you happy?

(1) Take a few minutes to think about the things in your life that bring you happiness. What do you do that makes you feel joy from within? What brings a smile to your face? What gives you energy and excitement? What are you passionate about? What gives your life meaning? It could be going to the beach, volunteering, or traveling.

(2) How happy does it make you feel? Give each item a score between 1 and 10. If it makes you extremely happy, give it a 10. If it makes you somewhat happy, give it an 5, and so on.

(3) Decide how often you will integrate these activities into your life - daily, weekly, monthly, or less? The key to increasing your happiness level is to do things that make you happy on a more regular basis. Make these items a part of your plans. Add them to your calendar.

What makes me happy	Score	How often should I do it?
<i>(example) Having dinner with my friends</i>	<input type="text" value="10"/>	<i>Weekly</i>
_____	<input type="text"/>	_____

“When you are enthusiastic about what you do, you feel this positive energy. It’s very simple.”

Paulo Coelho

2. What is my purpose in life?

Your purpose is your compass. It provides the direction in your life and helps you to feel fulfilled, even when you encounter challenges along the way. But identifying your purpose can feel difficult, especially if you have never been encouraged to do so before. You might feel so constrained by rules and responsibilities, or perhaps so focused on paying the bills, that you have forgotten what you're truly passionate about.

It might seem like obtaining nice material things is your purpose in life. However, when you really think about it, being able to afford nice things is a result of having achieved your goals. We will work on setting goals later!

What is the difference between a goal and a purpose? You can think of a goal as something specific that someone wants to achieve. On the other hand, purpose can be described as the reason for wanting to achieve a goal. Purpose, which is all about direction and influences our goals. Unlike our goals, purpose is much broader and deeper.

Because our purpose helps to give our goals direction, it's important to figure out our purpose before we start setting goals. There are many ways to discover the reason we are here in this world and how to unlock the greatest fulfillment from our lives.

First, knowing your purpose requires you to understand the following:

YOUR PASSIONS & INTERESTS

YOUR STRENGTHS

YOUR SKILLS

YOUR GREATEST QUALITIES AND GIFTS

YOUR UNIQUENESS

YOUR ACHIEVEMENTS

YOUR INSPIRATIONS

YOUR STORY

You can create value for the world just by using the skills and attributes you already possess. Based on your many skills and attributes, think of the many ways you could create value in the world.



3. What are you passionate about?

“if you can't figure out your purpose, figure out your passion. For your passion will lead you right into your purpose” - T. D. Jakes

What are you passionate about and deeply interested in? What can you spend hours, days, and year after year learning more about and never get tired of? What are you naturally drawn to? Doing things that you are passionate about is the key to living a heart-centred life. Understanding the **Why** can help you find your life purpose.

Set goals for each of your passions and work toward them, so that 20-30 years from now, you can look back and see that you have lived a truly passionate life with fewer what-ifs.

Passions & Interests	What is my ultimate goal for this particular passion?
<hr/>	<hr/>

4 . Who Am I?

I am: _____

I love: _____

I am passionate about: _____

I feel comfortable when: _____

I am intrigued by: _____

I am happiest when I'm: _____

I am proud of myself when: _____

I am inspired by: _____

I am motivated by: _____

I am energised by: _____

I believe in: _____

I am excited about: _____

I have a habit of: _____

I want to adopt a habit of: _____

I will one day: _____



5. What are my core values?

The key to feeling fulfilled is to live your life in alignment with your core values. Furthermore. One of the keys to long-lasting relationships is to share similar core values. It can be difficult to pinpoint your core values. so, here are a few questions to help you identify what's most important to you.

1. Think about the moments and experiences in your life when you felt joyful, happy and fulfilled. What were you doing? What was it about those moments that made you feel this way? What values were you honouring?

2. Think about moments or experiences in your life when you felt sad, upset, or frustrated. What was happening in those moments? What value was being neglected?

6. What is my paradigm? How can I change my patterns?

Now that you have realized your true desire to live a life in which you feel happy, whole, and fulfilled, it's time to evaluate your current paradigm. What are the blocks or obstacles that could be preventing you from achieving your dream life?

Most of the time, these blocks and limits exist in our subconscious mind. We learned to adopt these limits at some point during early life - either from our environment or from indirect experiences

THOUGHT PATTERNS

Spend some time considering what we think about most often. This is important, because our thoughts create our reality. Even if we don't realize it, our repeated thoughts become imprinted into our subconscious mind, where they influence our emotions and drive our actions. Our actions create the results in our lives. Are you ready to take control of your thought patterns?

A) My Current Thought Patterns

What are your current thought patterns?

- Are you a glass half full or a glass half empty type of person?
- Do you normally focus on the good or the bad?
- Do you focus on the positive or the negative?
- Do you typically think about what you appreciate about your life, or what you lack?
- Do you tend to focus on your stress & anxieties or on the present moment?

Take a moment to examine your daily thought patterns. Being aware is the first step to transformation. Setting goals is the second step.

What do you normally think about? What should you be thinking about?

7. Things I will do for my happiness!

What I am excited about the most: _____

My top 3 priorities: _____

Things I will do for my happiness:

Personal Goals:

- _____
- _____
- _____
- _____

Professional Goals:

- _____
- _____
- _____
- _____

Steps to take to achieve my goals:

➤ _____	➤ _____
➤ _____	➤ _____
➤ _____	➤ _____
➤ _____	➤ _____

**8. What do I want to learn over the next 6 months?
How do I want to improve?**

- An understanding of who I am and how I work
- An understanding of others
- An increase in my self-love and self-worth
- Better communication
- How to have better relationships with the people in my life
- Better self-control and how to manage:
 - My behaviors
 - My emotions
 - My thoughts
- How to reframe
 - My thoughts (ie. negative to positive)
 - My perceptions (my interpretation of a situation)
- How to improve my beliefs & mindset
 - Remove limiting beliefs
 - Adopt a growth mindset
- How to grow my self-confidence:
 - Increase my self-esteem
 - Be more courageous
- How to accept reality, circumstances, and other people
- How to let go
- How to heal from past wounds
- How to set boundaries
- How to respect the boundaries of others
- Other (please specify)

9. Let's Go - Day 1

"More Important than the time you start your day is the mindset which you start your day." – Hal Elrod

<i>Things I'm excited about:</i>	<i>Exercises:</i>
<i>Main focus:</i>	<i>Meals:</i>

<i>Schedule:</i>	<i>To-Dos:</i>
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<i>Notes:</i>	<i>Good things about today:</i>
<i>What I'm grateful for:</i>	<i>What I hope for tomorrow:</i>

10. Life Plan

“Once you replace negative thoughts with positive ones, you’ll start having positive results.” - Willie Nelson - Musician

<i>Today I'm excited about:</i>	<i>Exercise:</i>	<i>Sleep:</i>
<i>Main focus:</i>	<i>Meals:</i>	
<i>Schedule:</i>	<i>To-Dos:</i>	
<i>Good things that happened:</i>	<i>Lessons Learned:</i>	
<i>What & Whom I'm grateful for:</i>	<i>My hopes & Dreams:</i>	
<i>Notes:</i>		

11. Weekly Reflection

Describe this past week in 3 words:

Unhappy	1	2	3	4	5	Happy
Bored	1	2	3	4	5	Excited
Tired	1	2	3	4	5	Energetic
Stressed	1	2	3	4	5	Calm
Unhealthy	1	2	3	4	5	Healthy
Unproductive	1	2	3	4	5	Productive
Score ____/30						

This week's High – Good/Happy/ Proud Moments:

This week's Low – Frustrations/ Challenges/ Struggles:

This week's Low – Frustrations/ Challenges/ Struggles:

12. Habits

Habit to change or track: _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes

13. Month review

Rate how the month went (1-10) :

Happiness

Health

Energy

Stress/Worry

Productivity

Describe this month in 3 words: _____

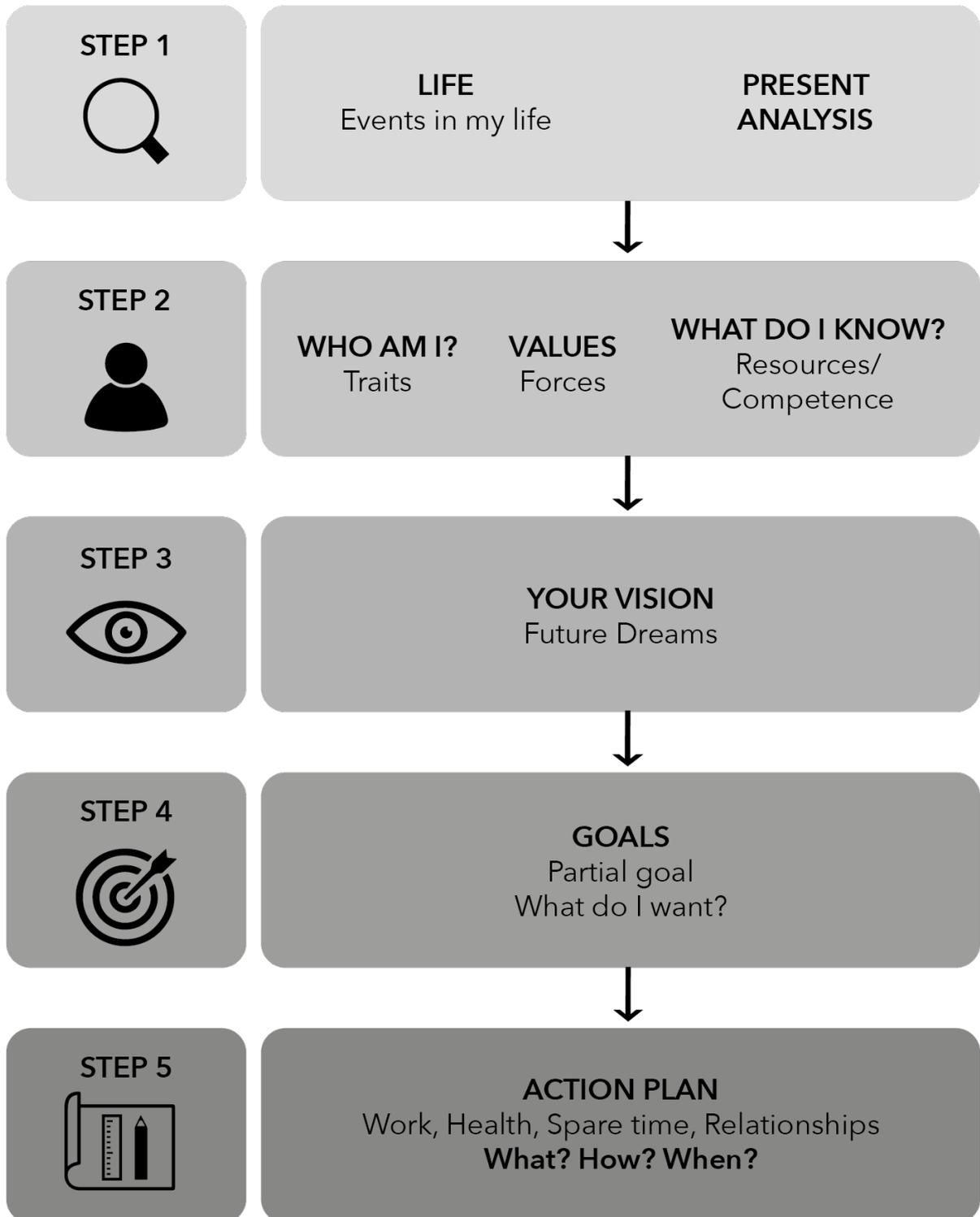
What I loved the most about this month: _____

<i>This month's high's & wins:</i>	<i>This month's struggles & challenges:</i>
<i>How I overcame the challenges:</i>	<i>Lessons Learned:</i>
<i>How I managed my habits, priorities and emotions this month:</i>	
<i>What I would like to improve next month:</i>	<i>What & whom I'm grateful for:</i>

14. 100-Day Review

Score Week	Unhappy - Happy	Bored - Excited	Tired - Energetic	Stressed - Calm	Unhealthy - Healthy	Unproductive - Productive	Total Weekly
Week 1							
Week 2							
Week 3							
Week 4							
Week 5							
Week 6							
Week 7							
Week 8							
Week 9							
Week 10							
Week 11							
Week 12							
Week 13							
Week 14							
Total Score							

MY HAPPINESS LIFE PLAN



Step 1: Current situation analysis and lifetime

- How did you end up where you are today?
- What are you doing today?
- How do you live your life?
- What is good?
- What are your needs?

Step 2: Self-analysis: what can I do?

Via systematic self-analysis, identify your strengths and weaknesses. State your unique traits.

Resource inventory:

- What do I know?
- What do you enjoy doing?
- Values: What are your inner values?

Step 3: Personal vision/future dreams

- What dreams do you have about how you want to live and work?
- What are your inner desires for the future?

Step 4: Goals and partial goals

- What do you want?
- Transform your visions into practical goals.
- Write down your goals and partial goals.

Step 5: Personal action plan

In conclusion, create an action plan for your life.

- How will you reach your goals?
- What do you have to do to follow the direction you have chosen for yourself?
- When are you going to carry out these actions?

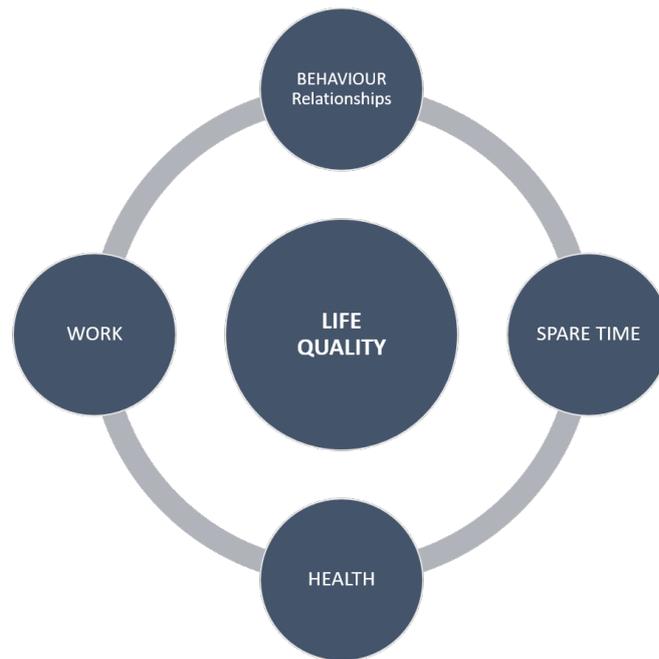
Follow-up of the action plan

After approximately two to twelve months, follow-up your action plan to see how you have done and how you should continue. It's essential to think about if you are motivated to continue with life and career planning. This depends on if you are active during the process. Without motivation, the change will not happen! Motivation is the strongest force for change.

Step 1: Current situation analysis

The first step in the change process is to take a break, reflect, and analyze how your life and work situation is right now. What is going well, and what is creating an imbalance? Deal with your entire life.

Describe the quality of life from four different perspectives: work, spare time, health, and family/ relationship.



These four parts influence each other and interrelate. Life quality is a subjective notion—we all have different definitions of what it is. During different periods in life, our definition of life quality may vary. Life quality has little to do with status, social group, annual salary, lifestyle, or education. Indeed, research has identified other connections. Life quality relates to:

- Personal factors: The level of your self-esteem and your attitude to life in general. Are you an optimistic, positive person who sees new possibilities in difficulties, or do you view life more negatively?
- Relationship to others: The nature of relationships one has with partners, family, and friends.
- Job satisfaction: How the individuals experience their work—what kind of working life quality/job satisfaction they enjoy.
- Physical and psychological health.

Life quality is about being at the right place in life, living in a place that means something, having a job that gives meaning and connection, having close relationships with family and friends.

Essential questions to ask:

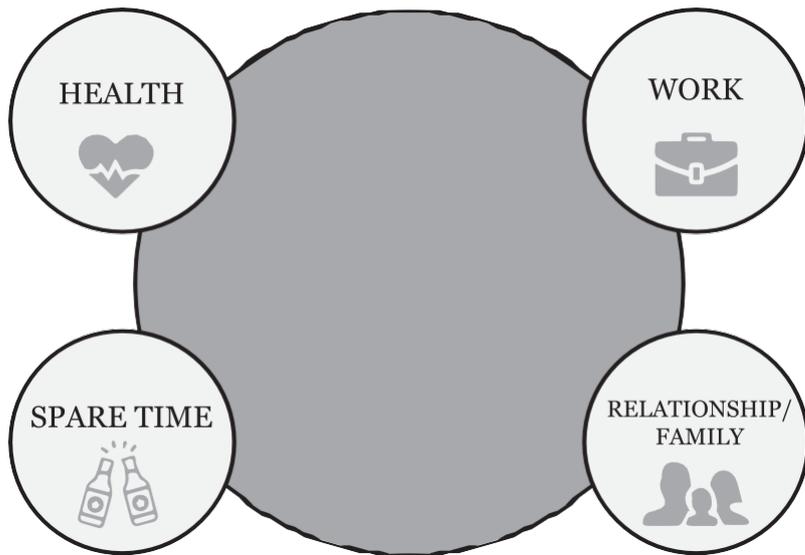
- What is important to me?
- What is my innermost dream, and what is the meaning of life?

Today, our living standards are high, and many people have achieved the status and position they want, but still, many people experience emptiness and lack of meaning. All this is about asking honest questions to answer the question: “What kind of life quality do I want?”

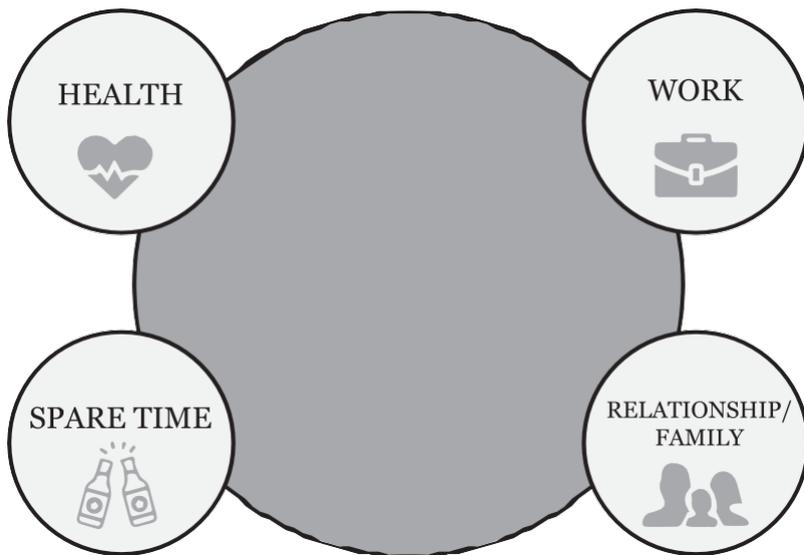
Worksheet 1: Life quality

This worksheet consists of work, health, spare time, family/ relationships, and your personality (your attitudes and values).

- How is your life quality right now? Do you have a balanced life?
- Fill in the circle with slices of cake (the number of hours/ week you spend dealing with the different parts or how much of your time you estimate the parts take)
- Evaluate each slice as to whether it is positive (+) or negative (-)
- Can you influence each slice or not?



What kind of life quality would you like?
 Fill the circle with slices of cake, as done in the previous exercise:



Are there differences between what your life is like now and how you want it to be?

Sum up what is going well:

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What is not going well? What do you want to change?

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Think about if you work to live or live to work:

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.....

Step 2: Self-analysis

Worksheet 1 - Ask for feedback

By asking people around you for feedback, you will receive acknowledgment and hear new aspects that you had not previously considered.

By asking your brothers and sisters, parents, friends, friends at work, your boss or partner about how they regard you, you will develop deeper self-knowledge.

Who am I?

How can I identify my personal qualities?

By taking time to reflect on who you are and how others regard you, you enhance your self-knowledge and self- development.

Here are some examples of traits to describe people:

Independent	Planning	Warm	Calm
Organized	Cool	Careful	Flexible
Distanced	Strong	Outspoken	Physical
Imaginative	Impatient	Result-oriented	Ingenious
Stubborn	Strict	Adventurous	Active
Open	Purposeful	Lazy	Social
Handy	Talkative	Dominant	Quick
Committed	Effective	Spontaneous	Slow
Patient	Cautious	Happy	Artistic
Quiet	Humorous	Stingy	Shy
Visionary	Energetic	Determined	Verbal
Creative	Trustworthy	Mobile	Stress-tolerant
Humble	Accurate	Curious	Intense
Kind	Sensitive	Negligent	Tenacious
Loyal	Reliable	Wise	Punctual
Brave	Practical	Positive	Controlled
Empathetic	Clear		

Worksheet 2: Who am I? Traits

1. What are your personal traits? Write down who you consider yourself to be, how you are. For example, positive, talkative, stubborn. Do not write down your abilities; write about what you are like as a person. If you have difficulties getting started, begin with simple information such as your name, age lifestyle, children etc.

2. Then write down what you think other people would say about you. Imagine yourself from different people’s perspectives and think about what they would say—for example, your boss, colleagues, partner, family, friends, children, etc.

3. Look at the traits you have written down and mark the ones you consider to be your strengths with a plus and your weaknesses with a minus (the traits you feel you need to develop). Certain traits can be both a strength and a weakness, depending on a current situation.

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Worksheet 3: Feedback from other people

Receiving feedback from other people is very useful for your self-esteem. Of course, when you ask for feedback, you must be ready for both positive and negative answers.

Ask the people around you for feedback—your boss, former bosses, colleagues, friends, family, partner, children, and parents. Choose 3-5 people and ask them to write down three of your strengths and weaknesses (traits to develop).

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Worksheet 4: Strengths and traits to develop.

What are your strengths? Choose your strongest traits
1.
2.
3.
4.

Which are weaker traits you could develop?
1.
2.
3.
4.

1. If there are things you know and do today that you would rather avoid, mark them with a minus.

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.....

Worksheet 4: My interests

Complement what you know with what you know and do in your spare time.
What are your interests?

- What do you enjoy doing at work and at home?
- What do you like doing?
- What do you do in your spare time?
- When are you in flow?

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.....

What do you enjoy doing the most?

When do you feel happy and harmonious?

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Worksheet 5: My successes

If you struggle to identify what you know and enjoy doing, try this exercise; it concerns looking back on your previous successes to understand what you know and can do successfully.

1. In which areas of your life/work have you achieved success? When have you received praise or been most content with your efforts? What has the situation been like?

Describe at least four situations, both important and less important.

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2. What efforts did you make so that it turned out so well?
What did you do, and what were your contributions?

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3. Identify keywords in each situation. These will form the foundation of what you know and what you are good at and are the keys to your success; they can help you identify repeatable actions.

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Worksheet 6: What makes me forget time and space?

Three or four hours pass and you do not know where the time went—what were you doing? When are you in flow?

What stimulates you and makes you feel good? When do you feel involvement, delight, and joy?

Have the things you have written down given you energy and made you feel good? Continue to do more of this. You probably do it well, and others can benefit from it too.

What will you do more of?

Values govern our actions and choices; they express what is important to us. We are not always aware of our inner values.

- What is truly driving you to do what you do?
- What are your innermost needs?

If you are aware of your values, you can make conscious choices that align with what your innermost self wants.

Examples of values:

Justice	Voluntary work	Equality
Cooperation	Creativity	Calmness
Close Relationships	Intellectual stimulation	Security
Independence	Advancement	Aesthetic
Humor	Variation	Problem-solving
Loyalty	Learning	Love
Independence	Trust	Compassion
Family	Nurturing	Courage
Respect	Honesty	Creativity

Which values do you wish to express in your life?

What are your five most important values? What are your innermost needs?
1.
2.
3.
4.

Step 3: My vision of the future / What do I want?

People often want change but do not know what they want! There are different reasons for this.

One of these reasons is that we do not listen to our inner voice or what our heart/intuition tells us.

Other reasons include the fact that there are so many options available in modern society, making it difficult to decide what we want. There may also be something within stopping you from knowing what you want.

We have often allowed other peoples' expectations—family, friends, and superiors—or fate to govern our lives instead of controlling our decisions and actions.

Perhaps you're fulfilling someone else's dreams instead of yours. Mostly, we have not made conscious choices. Instead, other factors have governed our choices.

The answer to the question: "What do I want?" is within you. It is up to you to listen and take responsibility for yourself and your needs.

Until you do that, you will not feel satisfied and fulfilled, both in your working and private life.

Worksheet 1: Dreams and visions

In the process of searching for what you want from the future, visions mean a great deal. In visions and dreams, there are no insurmountable obstacles, and you can fulfil your innermost wishes.

There are clues here to what you genuinely want out of life. We are specialists in setting up barriers to what we want from the future.

For example, we set up barriers like, "I'm too old to get a new job," "I have no experience in that area," and "It costs money." Instead of setting up barriers, try to

see opportunities, and reach your goals. Use your imagination and think the unthinkable!

Remember: life is short, and you can live a life you love!

My dreams for the future

- If you had all the time and money in the world, what would you do?
- What will you be doing in five years?
- How will you live your life?
- What will you be doing in ten years?
- What would your life look like if you could have everything you desired? Do not just think about your work; think about your life in general.
- What do you need to feel good about yourself?

Worksheet 13: My vision

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What do I want to do?

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What do I want to achieve?

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In what way do I wish to contribute?

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Which values and principles do I have in my work and my life?

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What do I want to achieve in my life?

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Step 4: My Goals

Worksheet 1: My goals in work and private life

Goals within 12 months:

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Goals within 3 years:

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Goals within 5 years:

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Step 5: Personal action plan

You have made a map of your life situation and an inventory of your traits, strengths, values, skills, interests, visions, and goals.

Now make an action plan for the future. Doing this will help your vision and get you to where you want to go. Make an action plan for your working life and relationships, health, and spare time. Remember to try to create life balance in your action plan. Do not slavishly follow the plan to the exclusion of new opportunities.

By becoming more goal-focused and more aware of what you truly want to achieve, there will be less confusion about all the choices you will have to make.

An action plan must be practical; it must be a useful tool for your development. It consists of:

1. **WHAT** you are going to do. What are your goals and partial goals for the future?
2. **HOW** will you reach these goals? Which strategy will you use, and what practical things do you have to do?
3. **WHEN** will you do this? One short-term and one long-term plan?

Your action plan is not static. It will change when you receive new information and achieve some of your goals. By making an action plan, you will become more active and purposeful in your change process.

When you set up goals, you are taking personal responsibility. The action plan will give you more self-esteem and a feeling of having taken control over your life. You are exposed to new possibilities and can go where you want to go. You gain control of your life and realize how good it feels.

You are the only person responsible for making changes in your life. You can experience change as opportunities and threats—because it takes a great deal of personal effort to achieve what we want.

Sometimes, the time is not right for the change we want, and we need to wait a while; the change will come when we are ready to face it.

Action plan:

Make an action plan for the next 3-12 months goals—what do I want to achieve?
Partial goals?

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.....
.....
.....

How will I do this? Which contacts should I make? Make a plan

.....
.....
.....
.....

When? Make a realistic schedule with dates.

.....
.....
.....
.....

Action plan:

Spare Time, Relationships, Health

.....
.....
.....
.....

Make an action plan for the next 3-12 months goals—what do I want to achieve?
Partial goals?

.....
.....
.....
.....

How will I do this? Which contacts should I make? Make a plan

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When? Make a realistic schedule with dates.

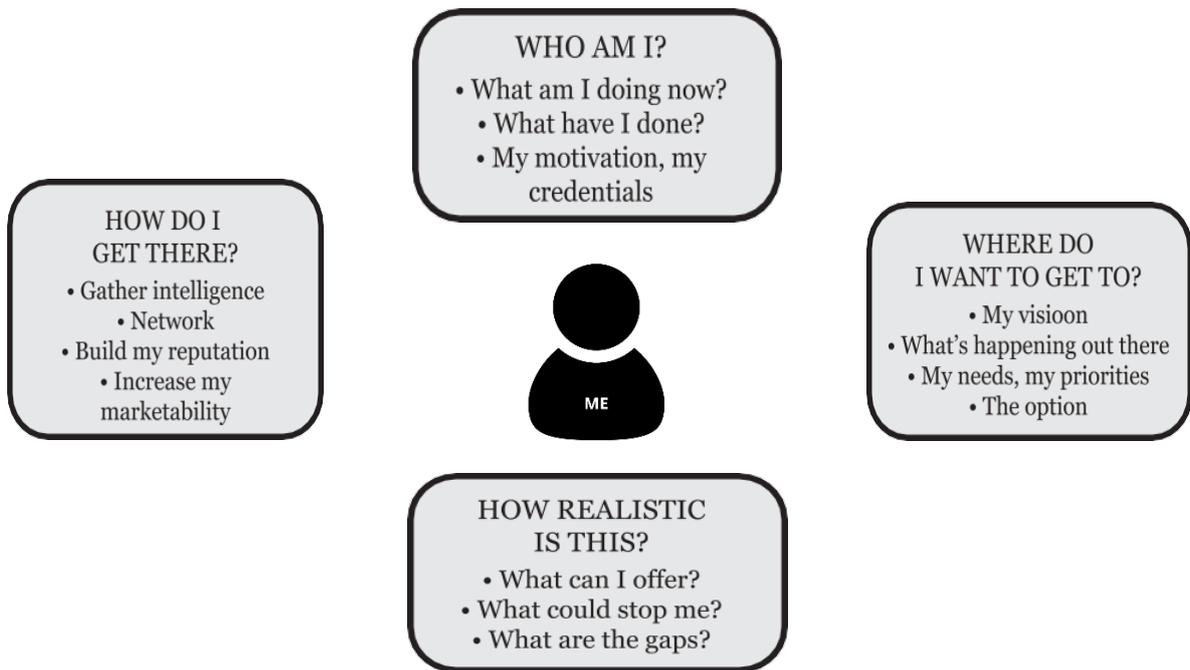
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All change takes time, and you must be patient. Some things you will achieve quickly; other changes are larger and will take longer. However, if you have taken the first step, you will get where you want to go!

Remember the importance of linking everything you focus on to your value, needs, resources, strengths, what you want to change, and your future vision.

Follow-up

Assess if the action plan is still valid on a regular basis or if you should change it depending on new information generated by what you have been doing. Carry out follow-ups from two months to twelve months after initiating the planning process. You can also benefit from journaling to ensure you are on track with your actions.



Here you have a calendar for April (you can adapt it for any month or bring it forward month by month to challenge yourself on a regular basis. Remember to personalise you can do the actions on any day but try to do all the actions in the month.

My Happy Month

Action Calendar – Active April 2021

Active April - Day 1 Thursday

Commit to being more active this month, starting today

Active April - Day 2 Friday

Listen to your body and be grateful for what it can do

Active April - Day 3 Saturday

Spend as much time as possible outdoors today

Active April - Day 4 Sunday

Have a day free from TV or screens and get moving instead

Active April - Day 5 Monday

Eat healthy and natural food today and drink lots of water

Active April - Day 6 Tuesday

Turn a regular activity into a playful game today

Active April - Day 7 Wednesday

Do a body-scan meditation and really notice how your body feels

Active April - Day 8 Thursday

Get natural light early in the day. Dim the lights in the evening

Active April - Day 9 Friday

Give your body a boost by laughing or making someone laugh

Active April - Day 10 Saturday

Turn your housework or chores into a fun form of exercise

Active April - Day 11 Sunday

Be active outside. Dig up weeds or plant some seeds

Active April - Day 12 Monday

Set yourself an exercise goal or sign up to an activity challenge

Active April - Day 13 Tuesday

Move as much as possible, even if you're stuck inside

Active April - Day 14 Wednesday

Make sleep a priority and go to bed in good time

Active April - Day 15 Thursday

Relax your body & mind with yoga, tai chi or meditation

Active April - Day 16 Friday

Get active by singing today (even if you think you can't sing!)

Active April - Day 17 Saturday

Go exploring around your local area and notice new things

Active April - Day 18 Sunday

Make time to run, swim, dance, cycle or stretch today

Active April - Day 19 Monday

Have a 'no screens' night and take time to recharge yourself

Active April - Day 20 Tuesday

Spend less time sitting today. Get up and move more often

Active April - Day 21 Wednesday

Focus on 'eating a rainbow' of multi-coloured vegetables today

Active April - Day 22 Thursday

Regularly pause to stretch and breathe during the day

Active April - Day 23 Friday

Enjoy moving to your favourite music. Really go for it

Active April - Day 24 Saturday

Go out and do an errand for a loved one or neighbour

Active April - Day 25 Sunday

Get active in nature. Feed the birds or go wildlife-spotting

Active April - Day 26 Monday

Try a new online exercise, activity or dance class

Active April - Day 27 Tuesday

Take an extra break in your day and walk outside for 15 minutes

Active April - Day 28 Wednesday

Find a fun exercise to do while waiting for the kettle to boil

Active April - Day 29 Thursday

Meet a friend outside for a walk and a chat

Active April - Day 30 Friday

Become an activist for a cause you really believe in

