

# The Be Happy Book

part one

Written  
by  
**Dr. Leigh Kibby**  
PhD; Grad Dip GW; BEd; Dip T

# The Be Happy Book (part one)

Produced  
by

Kinematic Pty. Ltd.

tel : (+ 61 3) 5222 7578

fax : (+ 61 3) 5222 7578

E-mail : [leigh@kinematic.com.au](mailto:leigh@kinematic.com.au)

Internet : <http://www.kinematic.com.au>

© Dr. Leigh Kibby 2002-2006

**These guides can be used freely and passed on to others without restriction on the condition that the creator is fully acknowledged.**

**Note : These Guides are no substitute for professional advice.**

# Contents

<b>Subject</b>	<b>Page Number</b>
Introduction	Page 4
Reduce Stress	Page 6
Have a Happiness Attitude	Page 18
Find Happiness	Page 22

# Introduction

Welcome to the “Be Happy Book”. My name is Dr. Leigh Kibby and I am the author.

I have written the “Be Happy Book” to help you find happiness in your every day lives and also at those times when happiness seems a distant memory.



## The Be Happy Book

I have designed this book after many years practice as an educator, counsellor and professional coach.

The guides in this book are key hints and ideas that can help you achieve the harmony and happiness you are seeking.

**Please note that this test is no substitute for professional medical or psychological advice.**

## About the Author



My background is in education, personal development, counselling and as an entrepreneur who launched a successful business unit for an Australian University. I now run Kinematic full-time (see <http://kinematic.com.au> ) and have lectured to post-graduate students at University. I also :

- Created the Psychological Genome;
- Established a framework called the Emotional Hierarchy;
- Devised Neuro-Empathic Programming (NEP); and
- Created Noetic Psychology

# Happiness Management – 1

**There are three simple steps to Happiness.**

**1. Reduce Stress**

**2. Have a Happiness  
Attitude**

**3. Find Happiness!**

# 1. Reduce Stress

## Managing Your Reactions to Stress

There are three key aspects to manage :

**1. Physical;**

**2. Emotional; and**

**3. Intellectual.**

# Managing Physical Reactions to Stress

The following pages contain the “Managing Physical Reactions” Guides.

There are two steps in Managing Physical reactions :

**1. See the sign;**

**2. Note the situation;**

**Then**

**3. Respond.**

# Some Physical Signs of Stress

Here are some of the physical signs of stress, tick the box if you see any of these in your life.

Pattern	Yes I have noticed this lately
Face becomes flushed	
Heart rate increases	
Clearing throat when wanting to speak	
Hands shaky	
Queasy feeling in the stomach	
Upset stomach	
Volume of voice increases or decreases markedly	
Difficult swallowing	
Inability to concentrate	
Fidgeting / Tapping (hands or feet)	
Weak feeling at the knees	
Headache	
Tiredness / Lethargy	

**Note : It is a good idea to seek medical advice if you notice these signs.**

# Situations related to the Physical Signs of Stress

Record the events preceding the behaviour i.e. the stress trigger

<b>Pattern</b>	<b>This happened (when/at) .....</b>
<b>Face becomes flushed</b>	
<b>Heart rate increases</b>	
<b>Clearing throat when wanting to speak</b>	
<b>Hands shaky</b>	
<b>Queasy feeling in the stomach</b>	
<b>Upset stomach</b>	
<b>Volume of voice increases or decreases markedly</b>	
<b>Difficult swallowing</b>	
<b>Inability to concentrate</b>	
<b>Fidgeting / Tapping (hands or feet)</b>	
<b>Weak feeling at the knees</b>	
<b>Headache</b>	
<b>Tiredness / Lethargy</b>	



# Some Responses

## to the Physical Signs of Stress

Pattern	In the Situation	Pre or Post Situation
Face becomes flushed	Breath slowly	Find a quiet place, sit down, feet on floor, breath slowly
Heart rate increases	Place hand on stomach and notice its movement in and out as you breath	Find a quiet place, sit down, feet on floor, breath slowly
Clearing throat when wanting to speak	Pause, drink some water	Sing a simple song quietly to yourself
Hands shaky	Hold hands together and briefly squeeze and release, repeat this three times	Find a quiet place, sit down, feet on floor, breath slowly
Queasy feeling in the stomach	Drink some water	Find a quiet place, sit down, feet on floor, breath slowly, repeat to yourself "I am OK, it is OK" 30 times
Upset stomach	Drink some water, Breath slowly	Find a quiet place, sit down, feet on floor, breath slowly, repeat to yourself "All is well, I am well" 30 times
Volume of voice increases or decreases markedly	Speak slowly	Sing a simple song quietly to yourself
Difficult swallowing	Drink some water, Breath slowly	Hum for thirty second with a monotone then hum for 30 seconds high and low tones
Inability to concentrate	Record two things you are hearing or thinking,	Say to yourself "This feeling is interesting"
Fidgeting / Tapping (hands or feet)	Push feet into floor briefly then relax, repat this three times	Hop/Skip or jump for one minute
Weak feeling at the knees	Say to yourself "I am OK"	Sit down and rub palms along thighs towards the knees, medium pressure, for 2 minutes
Headache	Drink some water, Breath slowly	Go outside for a 15 minute walk
Tiredness / Lethargy	Breath slowly, Record two things you are hearing or thinking	Go outside for a 15 minute walk

**For regular problems, see a doctor and consider massage or other physical therapy.**

# Managing Emotional Reactions to Stress

The key here is to :

**1. follow the NEP Plan for Managing Emotions and Thinking (see pages 10 – 13)**

**and/or**

**2. Undertake a relevant Stress Management Program (e.g. EQ-Factor : Less Stress)**

**and/or**

**3. Seek professional help.**

# **Managing Intellectual Reactions to Stress**

**The key here is to follow a Life Plan and have  
Life Management Strategies in place**

**See the following pages**

# **Life Management Strategies for Managing Stress**

**Stress can result from difficulties in Managing  
life's many demands.**

**The following pages have a few quick clues for  
action you can take.**

# Life Management Strategies

One useful step is to write a Work/Life Action Plan and then Prioritise (see Work/Life Plan and Curious which follows).

In conjunction with that, the following tips might help.

Situation	Action
<b>Little time with life partner</b>	<ol style="list-style-type: none"> <li>1. Book a regular date</li> <li>2. Consciously look your partner in the eyes at least once every day</li> <li>3. Hold hands for 2 minutes twice per week</li> <li>4. Establish a message bank or in tray, record low urgency items on pieces of paper and schedule a weekly meeting to address these.</li> <li>5. Have a “nothing time” i.e. a space just to do nothing and then fill it with “idle chatter” or a walk or reading whilst sitting near one another</li> </ol>
<b>Little time with family</b>	<ol style="list-style-type: none"> <li>1. Have a family meeting scheduled twice per week</li> <li>2. Make a family “To Do” List and tick when done. Review this at the family meeting.</li> <li>3. Establish a family activity board for recording family activities (individual, part family and whole family)</li> <li>4. Family achievements – record (anyone to write these in a public place ) achievements/activities of individuals and family and discuss these at the meeting.</li> <li>5. Meet members of the extended family regularly.</li> </ol>
<b>Little time with friends</b>	<ol style="list-style-type: none"> <li>1. Book times in advance.</li> <li>2. Drop in unexpectedly – good friends will probably handle this.</li> <li>3. Phone to say hello – schedule these calls.</li> </ol>
<b>Work Management</b>	<ol style="list-style-type: none"> <li>1. Establish “Outside Work” time as a important and manage work to achieve these (see living by Your Values and Consequence Management earlier in this booklet).</li> <li>2. Run work as project management (see the Good Management Guides written by Dr. Leigh Kibby).</li> <li>3. Leave work on time at least 80% of the time.</li> <li>4. Schedule “People Time” at work where you acknowledge/celebrate birthdays, special events, long-service etc.</li> </ol>

# “Work-Life” Plan

## Work-Life Plan Page One

Complete the left side of the two pages of the plan first, than plan your work to fulfil your life Vision and Goals. This then becomes your strategy plan follow it, live by your values and celebrate goals achieved along the way.

<b>Vision</b>	
your personal “cloud nine” / your dream / the things you want to do for you	
<b>Life Vision</b>	<b>Work Vision</b>

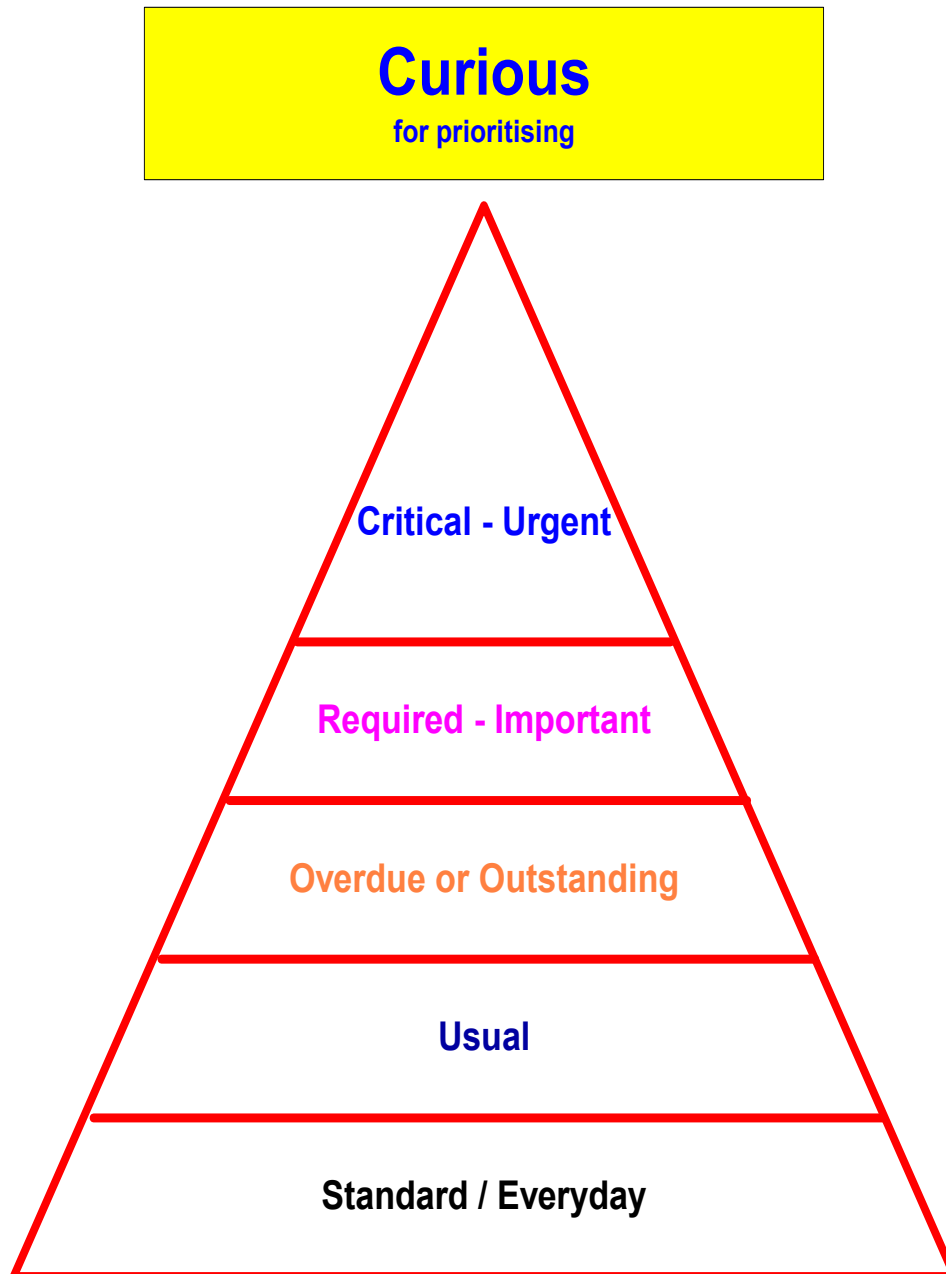
<b>Beliefs</b>	
the fundamental principles and beliefs that guide you - list six to eight	
<b>Life Beliefs and Values</b>	<b>Work Beliefs and Values</b>

**Work-Life Plan Page Two**

<b>Goals</b>			
the real achievable outcomes - simply list these			
Specific - Measurable - Achievable - Realistic - Timeframes (SMART goals)			
<b>Life Goals</b>		<b>Work Goals</b>	
<b>6 Months</b>		<b>6 Months</b>	
<b>9 Months</b>		<b>9 Months</b>	
<b>12 Months</b>		<b>12 Months</b>	
<b>2 Years</b>		<b>2 Years</b>	
<b>5 Years</b>		<b>5 Years</b>	

<b>Processes</b>
the things you will do - the plans you have in place or need to put in place

**Use this guide to prioritise action, doing the Critical and Urgent first and the Standard/Everyday last.**



# Have a Happiness Attitude

**There are two useful Neuro-Empathic  
Programming techniques you can try:**

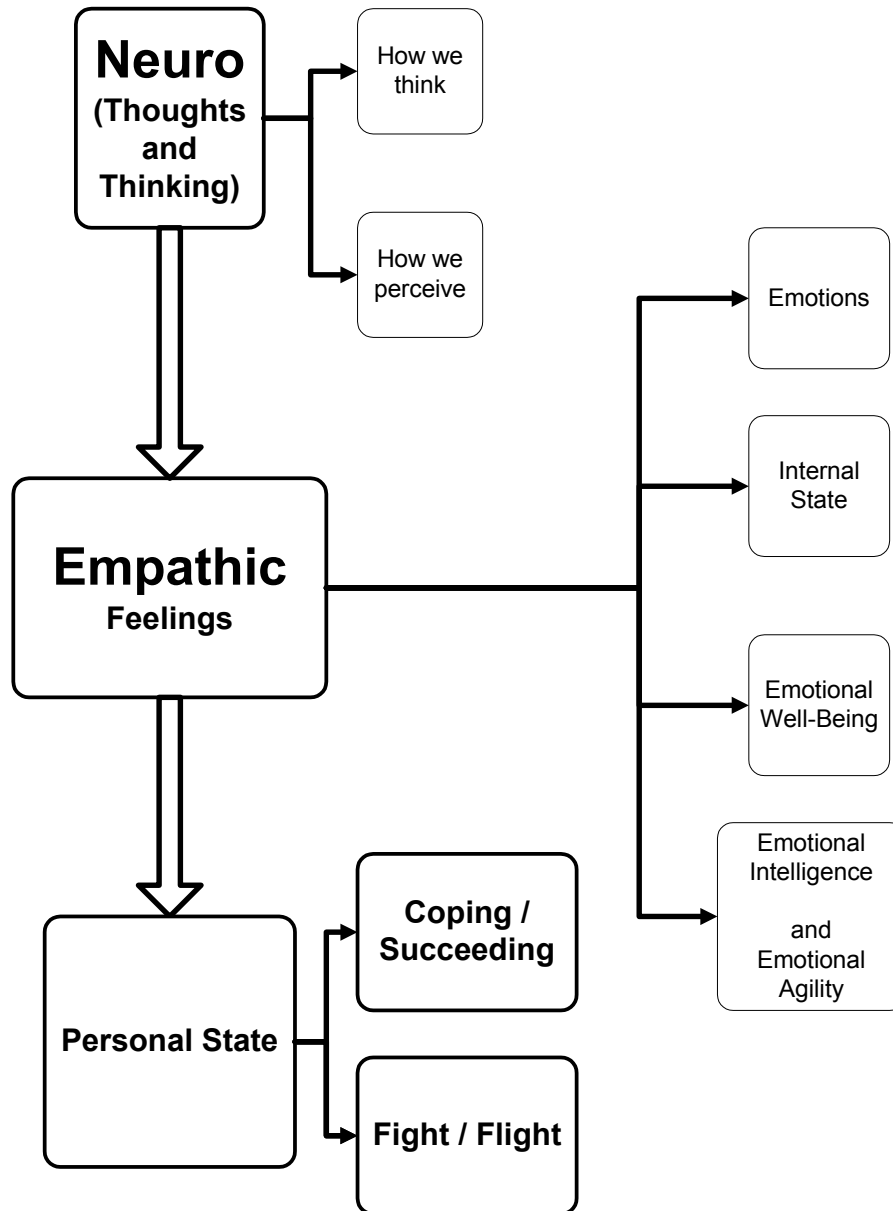
**1. The NEP reframing;**

**AND/OR**

**2. The “Attitude of Gratitude”.**

# NEP

## Life Management - Managing Our Responses to Consequences



# TFP

## Here is the explanation

### Explanation

There are two main attitudinal ways to think about a situation. They are:

1. It's all OK; OR
2. It's not OK.

Let's try way one first following through the model on the side.

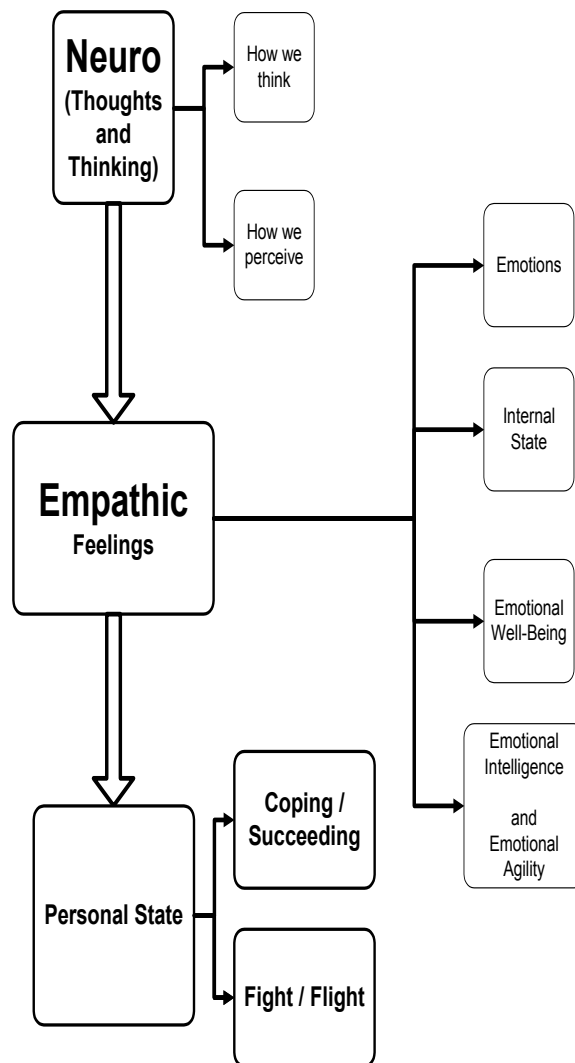
If it's all OK, your feeling will be "positive", your internal state calm, emotional well-being will be high and you can use your Emotional Intelligence/Agility (EIA). The subsequent outcome will be coping/succeeding.

If it's not OK, you may be sad or angry, your emotions will be high, your internal state will be restless, your emotional well-being will be harmed and your ability to exercise EIA diminished. You might then use a fight or flight management strategy.

Therefore, trying saying it's all OK.

Note: this material is based on ideas espoused by Albert Ellis.

### Model



## The “Attitude of Gratitude”

### Old Saying

**“As you go through life my friend,  
No matter what your goal,  
Keep your eye upon the donut,  
And not upon the whole”.**

### New Saying

**“Life is no rehearsal,  
So count your blessings now,  
For when the curtain closes,  
You only get one bow.” (Dr. Leigh Kibby)**

**These two mirror the “Attitude of Gratitude” i.e. concentrating on good things can help lower stress. The idea is to try and see something of value and worth in every situation, every person and within yourself. Alternatively, “count your blessings” (see later).**

**Try the following “Good Things” Guides, starting with the Good You.**

# 3. Find Happiness

**The following pages contain the guides for finding happiness.**

# The Good Me

Fill in this form so that you remind yourself of who you really are and the gifts you have.

Name	

Personal Attributes list your key qualities	
One	
Two	
Three	
Four	

Professional Attributes list your key skills	
One	
Two	
Three	
Four	
Five	

Hidden Talents list your "hidden" qualities (3) and skills (3) i.e. qualities you admire in others because, if you can see them in others, they exist within you	
One	
Two	
Three	
Four	
Five	
Six	

The Real You write a summary statement about the truth of you using the affirmative "I am"	

## The Good in Them Guide

Fill in this form so that you remind yourself of the good things in some-one who is causing (in your eyes) a stressful situation.

The Person's Name	

The Person's Attributes list key qualities by renaming "problems qualities" e.g. bull-headed becomes determined	
One	
Two	
Three	
Four	

The Person's Professional Attributes list key qualities by renaming "problems qualities" e.g. resistant becomes cautious	
One	
Two	
Three	
Four	

The Person's Hidden Talents list any "hidden" qualities (2) and skills (2) i.e. go and find out something about them that you do not know	
One	
Two	
Three	
Four	

The Real Them write a summary statement about the truth of you using the affirmative "that person is ..."	

## The Good in This Situation Guide

Fill in this form so that you remind yourself of the good things in a situation

By the way, it is not always easy to complete sections of this form. The aim is to try if, and when, it is appropriate so that you can “reframe” the situation and get some positives out of it for you. This can help reduce the stress you feel.

Date	Situation	Something .....
		..... good in the situation
		... good close to the situation
		... good as a result of the situation
		..... I learnt about me and how I grew/changed,/developed,/evolved in the situation

## The “Count Your Blessings” Guide

Use this form to help you remember your blessings.

<p><b>A Blessing in the form of a relationship</b></p> <p>i.e. Someone who cares about me</p> <p>a AND/OR</p> <p>Someone I care about</p>	<p><b>A Blessing in the form of a thing</b></p> <p>i.e. Something I enjoy</p> <p>a AND/OR</p> <p>Something I do</p>	<p><b>A Blessing in the form of a thing I can see</b></p> <p>e.g. Something in nature or an object or a piece of art</p>	<p><b>A Blessing in the form of a an action I can take</b></p> <p>e.g. Something I can do now</p>

**NOW GO AND TELL SOMEONE ABOUT ONE OF THESE!!!!!!!!!!**

# The Be Happy Guide

**Finally, in pursuing happiness you can practice principles from the Be Happy Guide.**

## **1. Act Happy – Fake it ‘til you Make it**

Behaviour has a strong tendency to govern thinking and how you feel. So to be happy, act happy. This includes smiling, laughing, sharing a joke or two anything that can help your body act happy.

## **2. Think Happy – As I think, therefore I am**

The mind is a powerful machine and Dr. Kibby’s research found that emotions can be governed by how you think. So, his simple answer is, “think happy thinks” he jokes.

## **3. Feel Happy – See Happy**

Looking for happiness events is also one of Dr. Kibby’s Happiness Habits. Happiness uplift “.... is triggered by witnessing acts of human moral beauty or virtue. Elevation involves a warm or glowing feeling in the chest,” cites Jonathan Haidt in Prevention & Treatment. 2000 Mar Vol 3(1) 3

## **4. Do Happy – Make a Difference**

Do something for someone, somewhere at sometime to make their life happier, says Dr. Kibby. “Even in a job like packing paper clips, if you understand how people are helped by what you do, how you make a difference to them, you will be motivated to care more about what you are doing,” Reports researcher Adam Grant in the USA journal Psychology Today.

## **5. Happiness Helping – Sharing and Caring**

“The more we accept, acknowledge and share our emotions in a way that leads to a discussion about values, the better off we are,” says Dr. Leigh Kibby. His sharing techniques solve a riddle from internationally recognised research conducted by James Pennebaker in USA and Bernard Rimé in Belgian and the growing empirical evidence that talking about emotions improves health.

## **6. Happiness Reason – The Happiness Compass**

“When basic needs are filled, my work indicates that the happiness of fulfilment through the combination of values and life purpose is crucial,” cites Dr. Leigh Kibby who has applied his solutions into workplace practices where he has helped find fulfilment which has produced increases in staff satisfaction from 51% to 89%.

## **7. Happiness – Willpower, The Happiness Magnifying Glass**

Happiness is not always easy and working hard at it counts. “..grit may turn out to be at least as good a gauge of future success as talent itself .... the ability to persist in the face of obstacles is almost always an essential ingredient in major achievements....” says Peter Daskoch in Psychology Today Magazine (Nov/Dec 2005).

## **8. Happiness Resilience – Get up happy more times than you get knocked down sad**

Sticking at happiness means having resilience and to keep trying. It also means having a certain emotional and intellectual toughness when things are not working out states Dr. Kibby. “Studies by the psychologist, Martin Seligman, have found that resilient people are happier,” comments author Jeffrey Zaslow of the NY TIMES

## **9. Wise Happiness – Think Global Happy, Act Local Happy**

The world is a big place and no-one can fix everything. Like the old proverb cites Dr. Kibby, “Know what you can change, know what you should change, know how you can make the change and be wise enough to choose what to change and when.”

## **This is the end of the Be Happy Book.**

**If you need more help with life, coping and discovering happiness, seek professional advice or try a course like “Work to Live” or “How to Live Happy” for details email [info@kinematic.com.au](mailto:info@kinematic.com.au) .**

**Remember, this booklet is not a substitute for professional advice or intervention.**

**Good Luck for the future.**