PA ENTERPRISE

DeskDemon's Magazine for Executive PAs, Office Managers and Secretaries

January 2021

How to clean up your social media before a job search

Employers need to focus on their long-term strategies for remote working

Do employees have 'the right to log off' while working from home?

How to deal with contracts affected by Covid

The 10 Best Happiness Apps for 2021

How to track your carbon footprint

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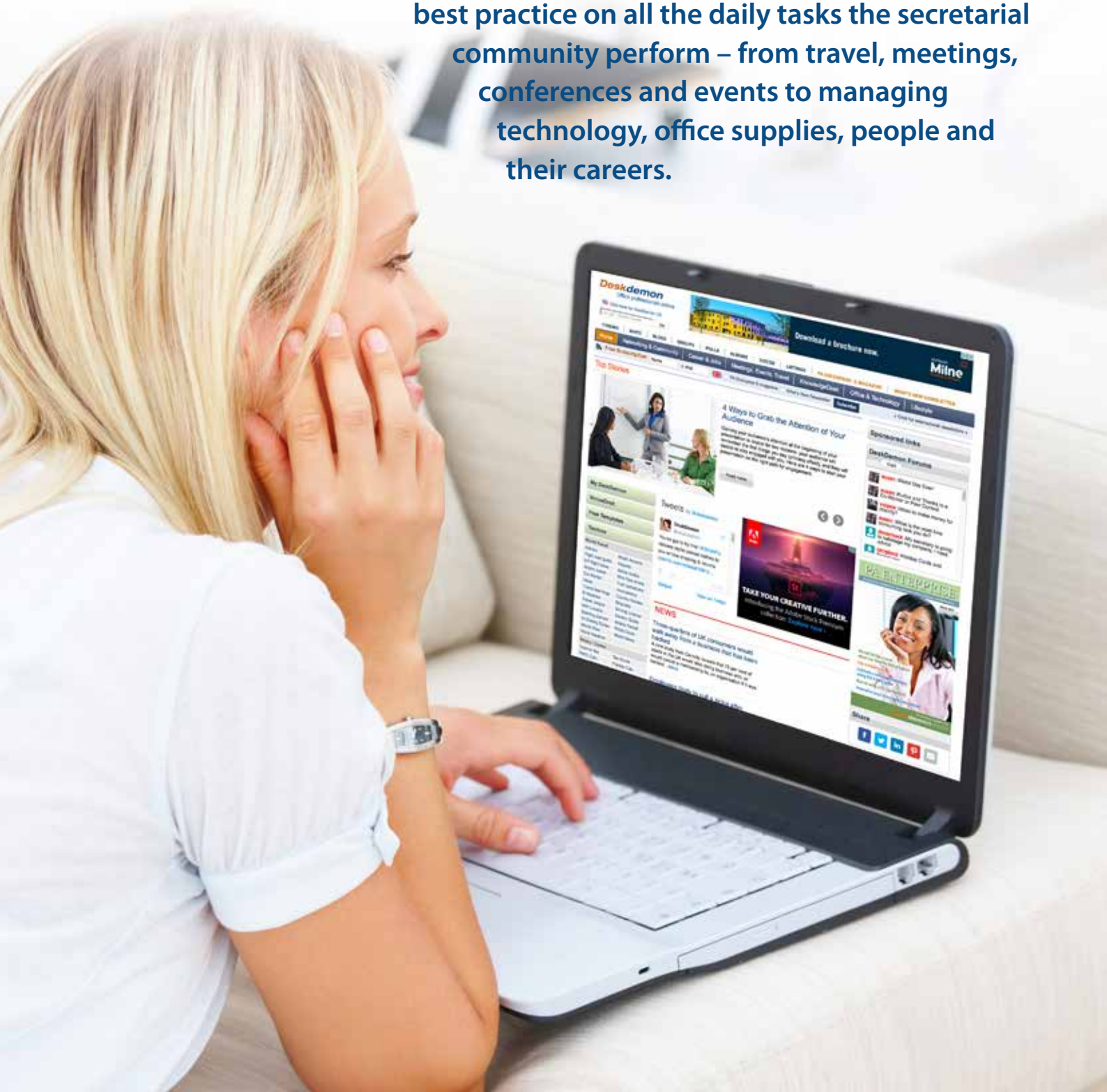

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www.deskdemon.com

Terminal House, Station Approach, Shepperton, Middlesex TW17 8AS

Editorial
editoruk@deskdemon.com

Advertising
Tel: 0870 410 4038
mek@deskdemon.com

Design & Production
Jane Bigos
Graphic Design
janebigos@deskdemon.com

Kulasekaram Vimalarasa (Raj)
Web Developer
raj@deskdemon.com

Managing Director
Mek Rahmani
Founder, CEO
mek@deskdemon.com

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How to clean up your social media before a job search

The concerns regarding social media safety are ever-present. If it's so easy for fraudsters to steal your identity, it follows that recruiters and employers can sneak a peek into your social lives too with one quick Google search. However, you can clean up your social media presence ready for your job search, to ensure you don't reveal incriminating evidence that may deter recruiters and potential employers from hiring you. Here's how...

Google yourself

The easiest way to determine where you are on the internet is to Google yourself incognito. Some of the top hits are likely to be Facebook, Twitter, LinkedIn, YouTube, Instagram and Pinterest.

You'll probably find that some of the search results don't apply to you. But it'll let you know who else shares your name. This is handy for LinkedIn and making sure you're ahead of the competition.

The important thing to take away from this is how easily you can be found. Plus, how much of your life the internet can expose from this quick search. If there are some things you don't want anyone to see, let alone recruiters, you need to crack down on privatising, hiding and deleting your social media presence.

Facebook

Let's start with Facebook. Most of you are probably on Facebook. And it's likely to be one of the very top results when you Google yourself. What's likely to show in the search is [Name] profiles | Facebook.

If you follow this link to Facebook and your profile isn't on there, congratulations! You must already be pretty savvy with privatising your profile. If you do crop up then it's pretty clear how easily a recruiter or employer can click through to see everything you've been up to. And anyone else in the world for that matter!

To make your profile private, log in to Facebook, click Settings and then Privacy. From the Who can see my stuff? and Who can look me up? options, you should aim to change everything to Friends. To further increase your privacy, you don't want search engines outside of Facebook to link to your profile either. So, select No for that option.

Profile picture and cover photo

Even if your Facebook profile doesn't show up on a simple Google search, there's plenty of social intelligence that software companies are using. This means they could find your profile no matter how carefully you've been cleaning it up.

So you need to think ahead. What do you want recruiters to see if they find your Facebook for the first time? It's a good idea to re-think your profile picture and cover photo to make sure you give a good first impression. You don't want it to be a photo of you out on a stag or hen do, or anything to do with drinking for that matter.

You need something that will create a good first impression to show that you're a professional looking for a job, not off the rails. We're not saying it has to be as PC as your LinkedIn photo,

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but something subtle will do. The same goes for your cover photo – no pictures of you in a trolley or playing Amy Winehands, please!

Photos of you

Recruiters and employers might also be able to get your photos. It would be unfair to suggest that you delete every single photo that could potentially paint you in a bad light to recruiters, and so thankfully there's another way around this!

If you hover over the photo and select the edit option (a little pen icon), you can hide the photo from your timeline. Also, if you select the photo to view, on the right-hand side of the Tag photo options, there should be a status to choose, either: Allowed on timeline or Hidden from timeline.

Also, you could go back to the privacy settings to the option Limit the audience for posts you've shared with friends of friends or Public? If you choose to limit your posts, everything you've shared previously with the public or friends of friends changes to friends only.

So all your friends will still be able to see your statuses, photos etc. if you select this option. But it will strip all your shared content from the general public and people you aren't friends with. Neat!

Statuses, comments, likes, groups and check-ins

You probably already know that you should clean up your statuses and comments. But what about all those pages you 'like', groups you're a part of and the formidable amount of check-ins?

You can hide, edit and delete statuses and comments if you want to make your page a little more recruiter-friendly. Also, to make life easier,

Continued ▶

you can just Hide your Likes, Groups and Check-ins sections if you don't want recruiters finding this info either.

You can also hide individual groups if you think being a member of such an elaborately titled group could be particularly incriminating; you can choose to unlike pages too if you think they might have the same effect. If anything, this is just a chance for a major Facebook clean-up generally, in addition to prepping for a job search!

Friends

Do you have as many friends in real life as you do on Facebook? Congratulations if you do, but for the most part, I'm pretty sure that a large chunk of our Facebook friends are just people we'd either like to keep in touch with or stalk a little for gossip every now and again. If you've got 500, 800, 1000+ friends though, you need to be careful.

Do you trust everyone on your friends list with your personal information? As social media is such a big part of our lives, it might just seem harmless posting photos of you, your family or friends. But what if a mortifying photo from a couple of years back reappears through Timehop and one of your 'friends' decides to post it on your wall for a recruiter to see? Not good.

With social media safety in mind, what if those photos you regularly uploaded were used by one of your 'friends' to create a fake account and steal your identity? It's serious stuff, and most of us simply don't understand the power of social media. Once it's on the internet, it's there forever.

So to shed a little optimism on the issue, you should have a friends clear out to try and avoid this fate. Get rid of anyone you haven't spoken to in an age and a half, anyone you wouldn't speak to if you saw them out and about, and most importantly, get rid of those randomers you thought you'd accept just to raise the number on your friends list!

Twitter

As you'd expect, when there's Facebook there's Twitter. Typically for younger generations, Twitter is a platform people use to rant about the world in 140 characters or less. You don't, however, want recruiters or employers to find your past tweets explicitly expressing your hatred for your ex's new lover.

Twitter can be used to your advantage when job hunting so you need to have a clean-up and make it a professional platform rather than an emotional outlet.

www.cv-library.co.uk

82% of jobseekers are hopeful they'll land their dream job in 2021

- **The majority (59%) of jobseekers were not put off looking for jobs despite the pandemic**
- **82% are feeling hopeful they'll find a new job in 2021**
- **Over 70% would be willing to change sectors or take a pay cut to find the right role**

The majority of jobseekers are hopeful about finding a new start in 2021, according to latest research. Showing that, despite the pandemic, people are continuing to remain positive in their search for work.

But how are attitudes towards work really changing during COVID-19? And how has the pandemic affected our expectations?

A growing sense of optimism

Over eight out of 10 (82%) UK jobseekers feel optimistic about their chances of finding their dream job this year – despite the current restrictions due to COVID-19. And the numbers remain high for those who have been directly affected by the pandemic too.

Of those who lost their jobs due to coronavirus, just three in 10 (30%) don't feel hopeful about their career prospects in 2021. Furthermore, 52% of those who were furloughed don't think it'll have any impact on their career at all.

So it seems as if optimism is on the rise, even from those who have suffered significant career setbacks over the last year.

Stepping out of our comfort zones

When it comes to searching for work in 2021, it seems as if our expectations may be broadening too. Especially when it comes to stepping outside our comfort zones.

Many are willing to adapt to the changing jobs

market with 70% of workers saying they would take a pay cut or consider working in a different sector if the right opportunity came up.

Additionally, just over half (53%) are willing to move to a different part of the country if it led to them finding their ideal job.

A recovering jobs market

One reason for this renewed sense of optimism could be down to the number of jobs on offer. Despite the economic doom and gloom, jobs are actually on the rise.

In fact, over 90,000 jobs went live on reed.co.uk during the first two weeks of the January 2021 lockdown (91,946 jobs in total) – this figure is 10% and 101% higher than the same period in the second and first lockdown, respectively.

By Michael Cheary reed.co.uk

Do employees have 'the right to log off' while working from home?

The pandemic has led to an increase in home working and people feeling obliged to be contactable outside their normal hours.

As our homes have become offices, classrooms, gyms and relaxation spaces all rolled into one, it is easy for the lines between work and home to become blurred.

Many people feel more of an obligation to be contactable outside of their normal working hours, because remote working technology means it is always possible. People are also neglecting their annual leave, as they are unable to travel anywhere, so feel they may as well work. Pressures at work might also be high, as many businesses struggle through the pandemic.

However, over time, these pressures – coupled with longer working hours – can cause employees to burn out, having a negative impact on both their physical and mental health.

Tired and stressed employees are more likely to make mistakes

As well as the impact on the individual, it should be considered whether this is a healthy environment for a business to thrive in. Employees who are tired and stressed out are more likely to make mistakes and less likely to be productive during the time they are working.

A burnt out employee may also need to take periods off work to recover. On top of that, there are also potential legal consequences for employers who expect their employees to be available at any time of day or night while they are working from home.

The right to log off is not currently set out in UK law. However, it may only be a matter of time, as cases arising in France and Ireland have been held in favour of the employee, with one UK company in France being ordered to pay a former employee €60,000 for extensive remote working outside their normal working hours.

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Several countries, including France and Italy, have already adopted the right to disconnect into their national laws, and now the European Parliament is calling for this to be passed into EU law. Although the UK would no longer be legally bound by this if it were passed, it would have a persuasive element, so it is unlikely this is a topic which is going away any time soon.

Be aware of Working Time Regulations

In any case, in the absence of a specific right to log off, there are still protections in place for employees to protect them from excessive working hours in the form of Working Time Regulations, as well as employers' obligations under health and safety laws.

As an employer, it is important to be aware of the 48 hour maximum working week, and also of an employee's rights to daily and weekly rest breaks.

A study commissioned by the European Union in 2020 found that people who work from home regularly are twice as likely to work more than 48 hours a week. And with employees increasingly unable to leave their work at the front door, the extra pressure to answer emails and messages that ping through on evenings and weekends can quickly rack up their working hours above the legal limit. It is an employer's responsibility to take reasonable steps to ensure this doesn't happen.

This links back to the employer's legal duty of care to its employees, to help ensure their health and safety is protected. Mental wellbeing plays a significant part here, given that stress is a major cause of work-related illness in the UK. Employers who put pressure on employees to be contactable outside of working hours, or who promote a working culture where this is the expected norm, may find themselves guilty of failing in their duty of care, leading to personal injury claims or even action from the Health and Safety Executive.

For now, we will need to wait and see whether an enshrined right to log off will appear in UK law, but, in the meantime, it is important that employers are aware of their current responsibilities and liabilities to ensure they avoid the pitfalls that can so easily be missed while their employees are working from home.

By Anna Nelson, peoplemanagement.co.uk

How to deal with contracts affected by Covid

What should employers do when handling contractual changes such as short-term layoffs and flexible working requests?

Covid-19 has resulted in a number of contractual issues being raised, many of which would have been entirely unforeseeable a year ago. It is likely that the employer's business may have changed, whether that be down to the type, amount or scope of work that is required to be done. It would therefore follow that contractual amendments may need to be made, particularly in respect of job description, place of work and potentially hours of work.

The government guidance on contracts in general is that businesses should act responsibly, act fairly, support the response to Covid-19 and protect jobs and the economy. But how does this apply to employment contracts?

The first step when making any contractual changes will always be to communicate. It is imperative that employees are consulted before any changes are made, and consent should ideally be sought. Decisions should also be recorded in writing where possible. This is essential to ensure the business is protected in the case of any potential employment tribunal claims.

In light of the uncertainty the pandemic offers, employers may be unsure as to when their business will pick up and whether it will dip once again. Organisations may want to consider, therefore, whether it would be sensible to include short-term layoff provisions, which allow you to release employees temporarily in the absence of workflow. Employers should note two points here however: first, short-term layoff should only be used when it is expressly provided for in the contract; and second, whether the employee can be furloughed under the job retention scheme .

Alternatively, for those businesses that are able to keep their employees on, they may be faced with a situation where some staff request for the place of work in their contract to be amended from the office to their home, or request flexible working, as per their statutory right. Employers are not obliged to accept these requests, but they are

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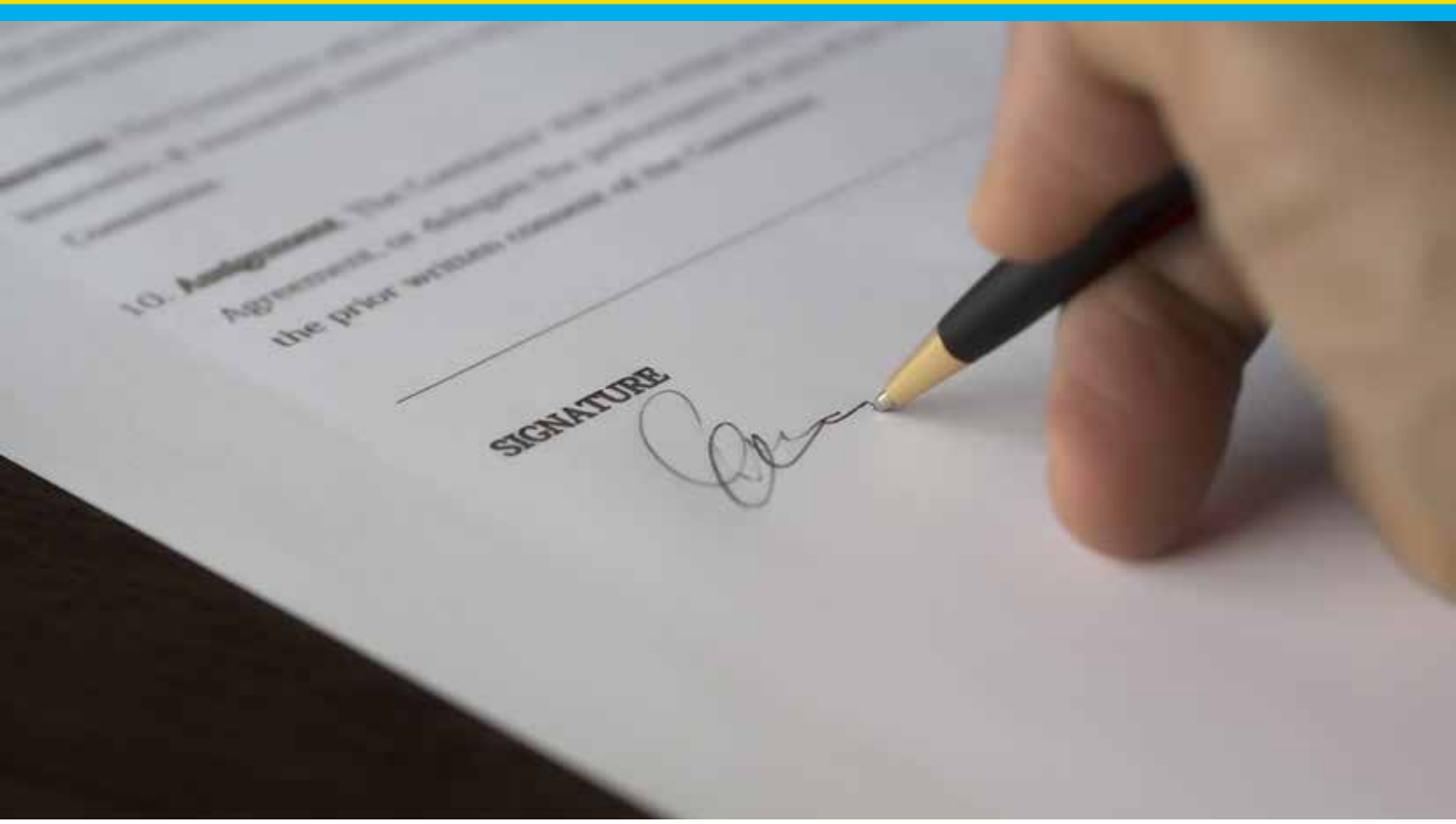

obliged to consider them and deal with them in a reasonable manner.

It may be that you receive more than one flexible working request and, for business or economic reasons, you are not able to accommodate them. For example, if you had five employees requesting to work from home full time when you need at least one person working in the office on reception. In this situation, you should consult with the employees involved and make what you feel is the correct decision, ensuring you follow the Acas guidance and ensure that any decisions made are not discriminatory. As with every aspect of employment relations, ensuring that you communicate with your employees is essential.

Businesses should also ensure that the relevant policies and procedures for remote working are in place. For example, it's important to consider policies that deal with health and safety at home, ensuring GDPR and data protection are complied with and that employees have the correct equipment.

Another issue to think about is the obligations between employer and employee. How do you manage workload and performance? How do you ensure that employees stay motivated? The company sickness policy should be updated to include provisions for employees self-isolating.

It's also important to consider whether grievance and disciplinary policies should also be amended to allow investigations and discussions to take place remotely. On this point, employers may wish to think about the practicalities of this: do all the relevant parties have access to technology? Are there records and documents in the office that need to be obtained? And does the remote process still allow meetings to be carried out in a fair and reasonable manner?

There are of course many ways that employment contracts can be changed, but the advice remains the same. Communicate, act fairly and ensure that the decisions you make as an employer are reasonable and do not discriminate.

By Molly Dilling, peoplemanagement

Employers need to re-focus on their long-term strategies for remote working

More so than any other year in recent memory, 2020 presented challenge after challenge for businesses in every industry. One key change is mass remote working, which has led to a significant shift in perceptions around flexible working, and the demand for comprehensive flexible working policies – both now and in the future – has increased exponentially.

The initial rush to adapt to the Covid-19 outbreak resulted in a hasty, short-term response to remote and flexible working, so employers now need to re-focus on their long-term strategies.

Contrary to popular belief, flexible working is not a cure-all for workplace issues – and can, in fact, exacerbate many.

To best support employees, businesses need to improve communication, consider work/life balance, and understand external pressures:

1. Listen to your employees

When planning any business policy, much less one that completely shapes the way individuals work, it is hard to underestimate the importance of listening to your employees. It sounds simple, but this is where many leaders fail. Working on assumptions, statistics, or executive insight alone can lead to policies that alienate workers by misunderstanding their needs. Instead, starting conversations with individuals or small groups helps to inform employers about the real experiences of their workforce, and their perspective on flexible working.

This communication should go both ways, with managers being as transparent as possible about company updates and goals. If 50% of employees are going to be able to go into the office from February, communicate this – and the reasons behind it – as soon as you have the information, rather than at the end of January. Clear dialogue keeps everyone better informed and – crucially - also helps everyone feel like they are part of the same team.

2. Support work/life balance management

Flexible working usually comprises, at least in part, employees working from home – which, if managed poorly, can damage work/life balance, disadvantage certain groups, and exacerbate gender inequalities. Home working eliminates the distance between home and work – both physically and mentally. While some employees may thrive in this situation, others suffer from a lack of physical space, necessary equipment, and mental distancing.

This is often the case for younger and less financially established employees, who may be flat-sharing or working in small makeshift spaces. When given the choice between being home or office-based, these employees may choose home working for financial reasons – such as to save on the cost of commuting – even if this may damage

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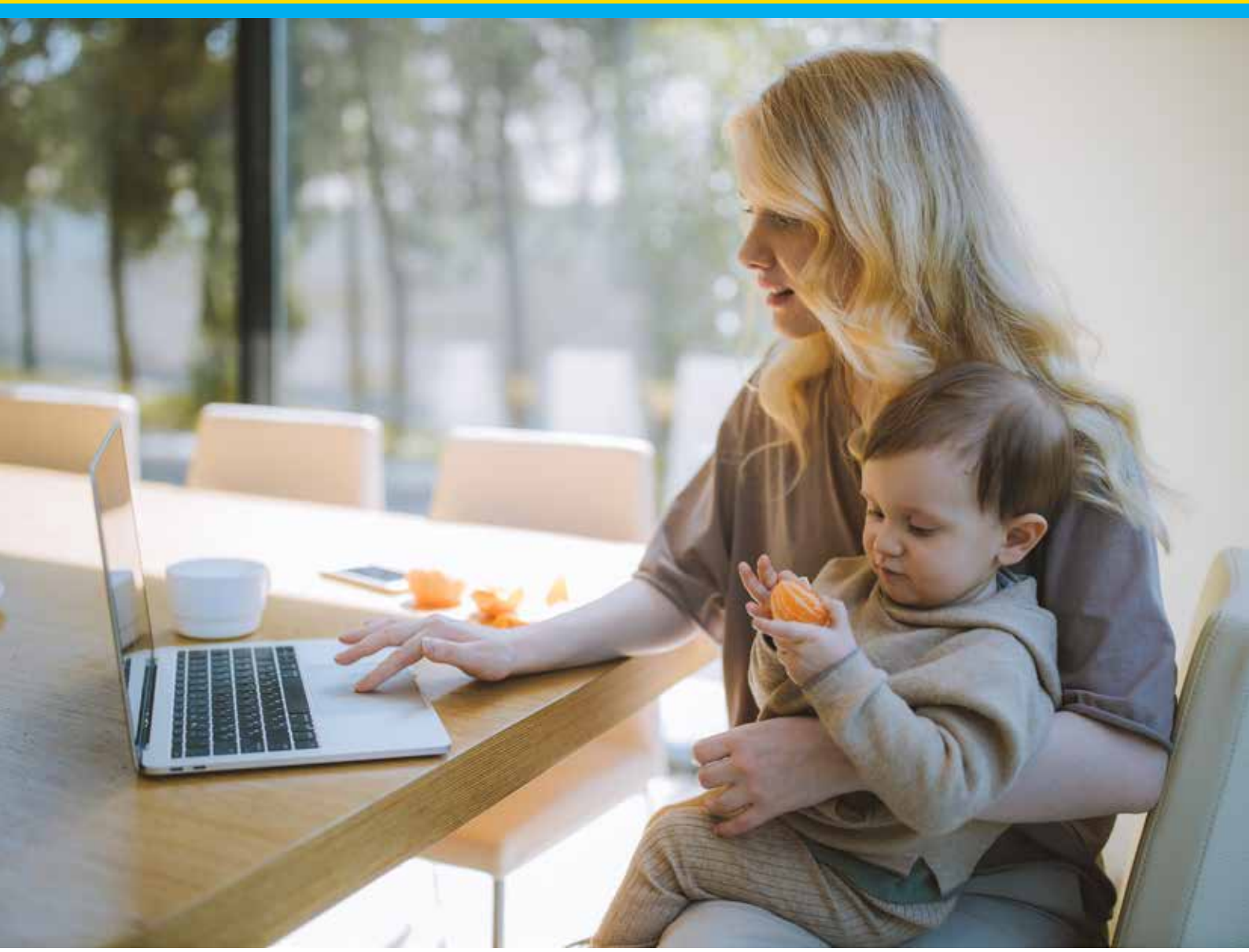

their mental health and wellbeing. Make sure to cater for those who need a break from home, whether this is the ability to work in the office or initiatives to help restore balance and adequately resource workers.

3. Supply the tools needed to work effectively

If your organisation has instituted a working from home policy, it is vital that employees are supplied with the tools they need to work effectively. Whether that's an ergonomic chair, a proper desk, or a second monitor, it is unrealistic to expect employees to work to a high standard if they are not equipped to do so. In addition to the physical tools required to work effectively, employees need mental tools too.

The lack of face to face contact and spontaneous interaction that happens in the physical office is being felt by workers across the globe, as social isolation takes a toll on our collective mental health. Make sure to proactively maintain your company culture remotely – as this is no longer supported by physical togetherness – and enhance the social aspects of work to mitigate against loneliness.

4. Prevent burnout and fatigue

As the blurring of our work and home lives can lead to longer working hours and less physical movement, it is crucial that team leaders take an

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active role in supporting their employee's mental health to prevent burnout and fatigue. The global pandemic has added an extra layer of stress to everyone's lives, and senior leaders must be conscious of the working culture they promote and instil in their teams.

Remote working can make it harder for employees to reach out if they are struggling, and so it is critical that communication channels are available and easily accessible, and that workers feel empowered to speak openly and honestly with their managers.

5. Avoid exacerbating workplace gender inequality

Offering the option between working at home or in the office may seem like an attractive strategy to mitigate against some of the issues with flexible working, but be aware that employees may not be making as free a choice as it seems. The burden of unpaid domestic labour and childcare still falls unfairly on women, who may feel pressure to continue working at home to facilitate this.

Male colleagues who face less barriers to being physically present at work then gain greater influence in decision-making and higher chances of promotion, exacerbating workplace gender inequality. There's no simple solution to this issue, but an individualised, personalised approach can help. Understand the reasons people are opting for or against working flexibly and use this to build better policies.

If they consider and act on each of these issues, employers will be able to keep their employees engaged and working at their best, even if they cannot be in the office. Feeling valued and heard by business leaders is essential to productivity: when individuals feel like part of a team, they will help a team to work.

Jeff Phipps, fenews.co.uk

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A wristband that tells your boss if you are unhappy

At first glance the silicone wristband could be mistaken for one that tracks your heart rate when you are doing exercise.

However, the wearable technology, called a Moodbeam, isn't here to monitor your physical health. Instead it allows your employer to track your emotional state.

The gadget, which links to a mobile phone app and web interface, has two buttons, one yellow and one blue. The idea is that you press the yellow one if you are feeling happy, and the blue one if you are sad.

Aimed at companies who wish to monitor the wellbeing of staff who are working from home, the idea is that employees are encouraged to wear the wristband (they can say no), and press the relevant button as they see fit throughout the working week.

Managers can then view an online dashboard to see how workers are feeling and coping. With bosses no longer able to check in physically with their team, Moodbeam hopes to bridge the gap.

"Businesses are trying to get on top of staying connected with staff working from home. Here they can ask 500 members: 'You ok?' without picking up the phone," says Moodbeam co-founder Christina Colmer McHugh.

One organisation now using Moodbeam is UK charity Brave Mind.

"One member of the team was in an uncomfortable place, struggling with a huge workload, and disillusioned with what was going on," says trustee Paddy Burtt. "It's not something he would have flagged up, and we wouldn't have known about it unless we had seen the data."

With depression and anxiety estimated to have cost the global economy $1 trillion (£730bn) per year in lost productivity before the pandemic, according to the World Health Organization, mental health in the workplace has long been a concern. However, Covid-19 lockdowns and home working appear to have worsened the issue.

UK mental health charity Mind said last year that 60% of adults thought their mental health had got worse during the first lockdown. And a survey by human resources software firm Employment Hero suggested that a quarter of people employed by small and medium-sized UK firms wanted more mental health support during the pandemic.

With most of us not due to return to the office any time soon, a number of other technology firms are also exploring ways to help companies better look after their employees' emotional wellbeing.

The 10 Best Happiness Apps for 2021

Looking for the best happiness apps to increase your overall life satisfaction? These apps can help you track your moods to give you a glimpse of what you need to improve.

Article by www.happierhuman.com

1. Happify

Founded by three serial entrepreneurs (Tomer Ben-Kiki, Ofer Leidner, and Andy Parsons) in New York City in 2012, Happify aims to change people's lives by providing ways to become happier. As stated by its founders, the purpose of the app is to use gaming and technology to build a better life for its users.

After you download the app and create an account, Happify will score your happiness based on a questionnaire. The questions are all about the smallest details in your life, particularly your health. Then, the app provides you with a series of tracks that you can use to start living a healthy, stress-free life.

Every track has a theme that is further divided into parts. Each part is then divided into various sets of activities, including guided meditations, writing assignments, and exciting games. As a basic free user, you are entitled to a few tracks with limited access. If you upgrade to the premium product (Happify Plus), you get to enjoy unlimited access to more than 30 tracks.

Happify is available on desktop, tablet, and mobile. If you want to start increasing your happiness based on scientific evidence-based research, you might want to try this app.

2. SuperBetter

SuperBetter was originally founded and invented by Jane McGonigal, a researcher and game designer. She is also a TED Talker and a bestselling writer.

In 2015, the game was acquired by Keith Wakeman, who turned it into a corporation now known as SuperBetter, LLC. Along with the game, Wakeman also acquired the trust of McGonigal, who is now the company's chief science officer.

The app aims to help people build grit and resilience, and develop the ability to stay strong, persistent, and positive despite all the challenges that life may throw at them. It is based on a framework called Live Gamefully, which brings out your heroic strengths and gives you a better mindset.

SuperBetter works by providing you with daily activities that you can track until you reach your goal. It uses a point system, and you gain points for each step you complete. Such steps include taking a walk or drinking a glass of water.

What's great about this app is that you can actually be a superhero if you like—you can collect power-ups, win against bad guys, and get help from friends and allies.

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3. My Gratitude Journal

Gratitude makes people happier. There are a lot of things to be grateful for, and there are a lot of ways to practice being grateful. One of the best amongst these is journaling.

My Gratitude Journal takes journaling to a more advanced level. While some people may enjoy the traditional pen-and-paper method, there are those who would probably prefer to have a diary on their tablets or smartphones.

To use the app, you need to download it and then create an account through Facebook, Twitter, or an email account. For your first journal entry, you have to upload a photo, type a description of the things you are grateful for, and then add your location.

Every day, you keep track of five things you are grateful for. You will be sent notifications and rewards so you can develop the journaling habit. Likewise, you may set daily reminders, search for inspirational quotes, and revisit your past entries through the app.

Note, however, that the app is only available for iOS users. The company behind it has yet to develop an Android version.

4. Headspace

Headspace explains its purpose in its very short yet sincere tagline: "Your guide to health and happiness." It aims to help you live a healthier, more rested, and happier life with its mindfulness meditation and exercise guides.

Through its guided meditation techniques, the happiness app has three main goals:

- **Reduce your daily stress and anxiety.**
- **Help you stay focused and drive away distractions.**
- **Increase your compassion toward other people.**

The Headspace app offers a variety of meditation guides—from basic to advanced—for the different aspects of your life. These include sleep, work, happiness, and a lot more. If you feel like you're about to get burned out, the app has you covered—it has a meditation guide for that, too!

Overall, this happiness and meditation app teaches you how to breathe properly, meditate mindfully, and live your life fully. In addition to meditation guidelines, it also has exercise plans that can help you manage your stress, regularize your breathing, and generally make your life happy.

Even if you do not know how to meditate, the app can help you learn to do so. It offers courses that teach meditation, breathing techniques, and even better sleep quality and personal growth.

5. MoodKit

MoodKit was designed and developed by two clinical psychologists: Dr. Drew Erhardt and Dr. Edrick Dorian (the same creators as Moodnotes). It adheres to the principles and techniques of cognitive-behavioral therapy, which is considered to be one of the most effective methods of psychotherapy.

MoodKit is an app that allows you to track your mood and then assess it through journaling. It is like having your own cognitive-behavioral psychologist in your pocket.

Through this app, you can rate and record your mood throughout the day. Likewise, you can

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take notes of your observations about those moods and assess yourself at the end of the day. Additionally, the app provides a list of daily activities you can do and a number of tips you can follow to increase your life satisfaction and happiness.

MoodKit aims to develop self-awareness and healthy attitudes. Moreover, it wishes to change people's lives by changing the way they think and feel.

6. Track Your Happiness

Invented by Matt Killingsworth during his doctoral research at Harvard University, this app aims to make use of modern technology to answer the age-old question: "What makes people happy?"

Killingsworth believes that the true meaning of happiness is different for everyone. The factors affecting happiness vary depending on what is important for each person, and these factors are exactly what the app wants to discover.

Every day, the app sends you questions about what you are doing and feeling at the moment. For every 50 responses, you will get a happiness report so you can recognize exactly what makes you feel the happiest. Moreover, you will know when and where you are feeling the best.

Track Your Happiness is an app approved by the Harvard University Committee for use with human subjects. If you want to know more, developer Matt Killingsworth has a TED Talk about it.

7. Unique Daily Affirmations

Brought to you by Gopher Apps LLC, this unique and creative app gives you "unique daily affirmations" to help you face challenges, succeed in your endeavors, and create a positive vibe in your life.

You only get one affirmation per day, which you need to say out loud. The developers recommend speaking the affirmation and repeating it over and over again to stimulate your mind. It has been scientifically proven that the more you repeat information, the more your mind retains it.

Throughout the day, your subconscious mind will preserve the affirmation. As a result, you will have a positive attitude toward whatever comes your way.

To use the app, just press the large gray button to reveal your affirmation for the day. You may share, save, view, or skip the affirmation by tapping the bottom left icon. You may also add your own affirmation by tapping on the bottom left part of the icon that says "Add Your Own."

8. Daylio

If you want to try journaling without using too many words, Daylio is perhaps the best app to try. More than a simple happiness app, it is an award-winning, mood-tracking app that allows you to record your emotions by choosing the best videos.

Daylio offers you a variety of videos to choose from. These videos depict your moods, so you only have to select the one that best reflects what you are feeling. As such, the app is best for people who are more visual.

Daylio features a "statistics and calendar" tool that

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allows you to record what you are feeling. This way, you will be able to determine the patterns in your attitude, behavior, and feelings. You can include additional notes about your moods so you will have a broader view of what the patterns are trying to illustrate.

Other features of the app include reminders, backup entries, PIN locks, monthly and yearly statistics logs, and a lot more.

9. RealifeChange

RealifeChange aims to be a "portable life coach" by tracking your daily moods, activities, and experiences, and then analyzing them to give you feedback. It was designed to help you identify your life stressors and overcome them by:

- **Living a mindful life**
- **Increasing your confidence**
- **Boosting your overall life satisfaction**

The app uses a unique technology called "Life Autofocus®" that helps you build a better version of yourself by helping you scrutinize the insights of your experiences. It tracks your mood and experiences based on type, intensity, and location. You can use hashtags to easily track them.

RealifeChange is designed for busy people who want to improve their happiness and life satisfaction but do not have the time to do so on their own.

10. Yolife

Yolife is a relatively new happiness app that aims to increase people's happiness by providing ways for them to live healthily. According to its founders (Tassilo Webber and Roope Kärki), the app's goal is to "add 15 healthy years to 1 million people."

Sign-up is via Facebook or a valid email address. After that, there are three steps to make the most out of this health and happiness app:

1. Free health consultation – The app will ask you questions about your health, exercise, habits, social life, etc. Your answers will determine the most important health areas that you need to improve. The app will also provide you with an estimate of how long you will live if you are in good health.

2. Personalized program – You will receive guidelines and instructions based on the answers you provided. The app offers classes on topics such as optimal sleeping conditions, sex habits to help you live longer, the purpose of life, and many more.

3. Healthy lifetime – This is the maintenance level, where you simply need to apply what is in your personalized program. You will see a track record of the healthy days added to your lifetime.

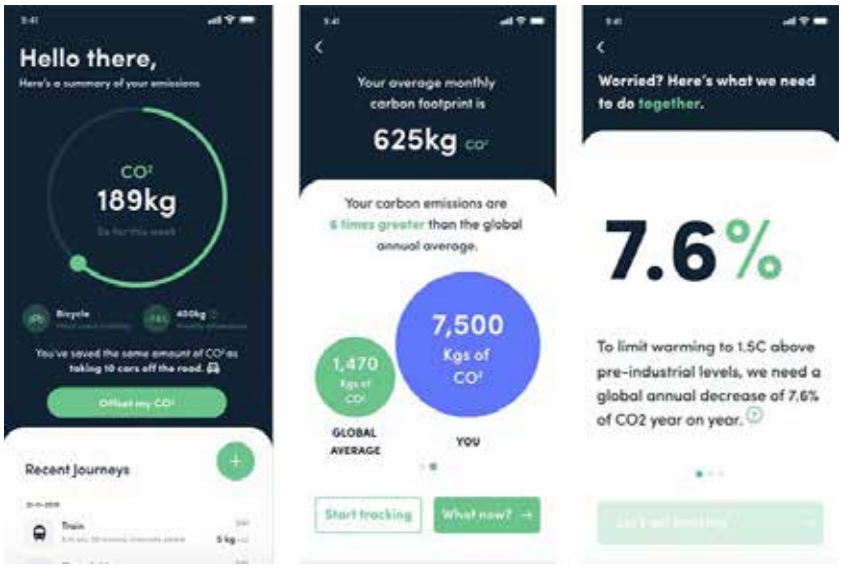
The founders of Yolife believe that a person's happiness is dependent on two things: purpose and health. If you know your purpose in life and are healthy enough to accomplish it, your happiness and life satisfaction will increase.

A final word on these great happiness apps

Life can be stressful. There are a lot of things to worry about, including work, school, home, and other issues... But despite all the obstacles and challenges that life may throw at you, remember that there is always a reason to be happy. There is always something to be thankful for. If you want to live a healthier, happier life, try one of these happiness apps. Figure out which one best fits your schedule and personality, and then use it to add a dose of happiness to your life.

Track your carbon footprint with these handy apps and sites

How do you track your carbon footprint in the first place? Obviously, before you can offset you need to work out how much carbon your various actions emit. Various calculators and apps are available online.



Capture

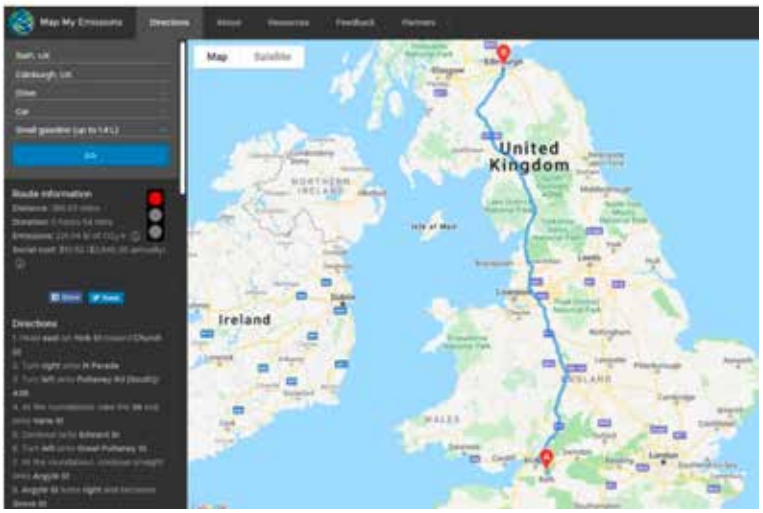
This app enables you to track things like the type of food you eat as well as the carbon you use getting about. It can predict your mode of transport and calculate accordingly. You can also set a weekly goal to see how you measure up against friends as well as compare your own emissions from week-to-week.

There are also tips to reduce your carbon emissions, while you can also choose to offset through recognised forestry projects.

Map My Emissions

This simple carbon calculator doesn't enable you to track other stuff in your life like food or energy, but it does its singular job rather well - you can calculate the carbon debt of any journey by (almost) any means.

It's all based around Google Maps and you can feed the calculator quite granular information on your transport methods - so engine size for cars.



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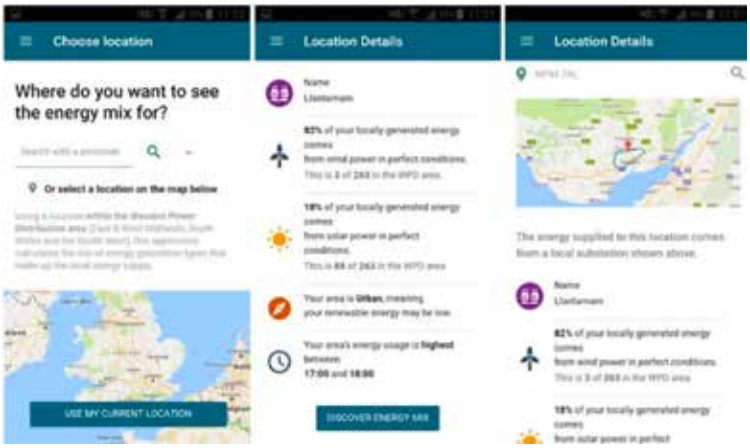
For Good

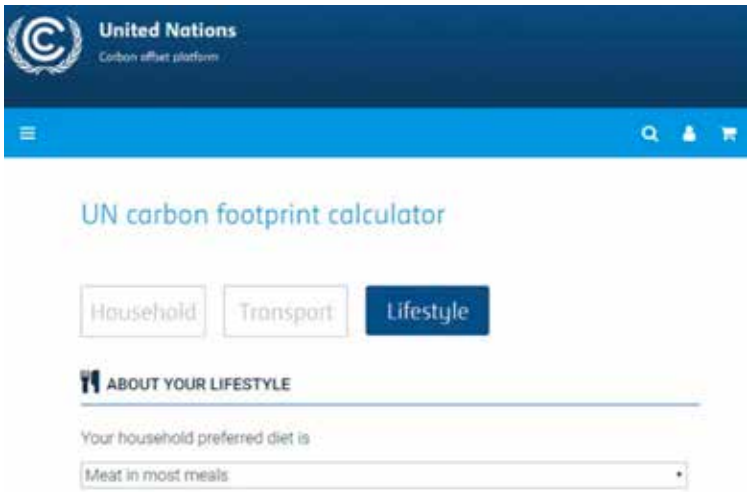
Once you've created an account with this app, you'll be encouraged to put in some personal information such as the type of vehicle you drive and whether you have solar panels or who your energy supplier is. You can also enter your gas and electricity readings. You'll be able to see what impact each answer has.

The app also asks you what type of diet you have and so gives you a score based on food use as well as travel and energy consumption.



WPD Carbon Tracer

This is a bit niche in terms of area covered, but if you're in Wales, the Midlands, West or South West of England this will show you energy generation data. However, may other energy suppliers have similar apps, too.



UN Carbon Footprint Calculator

This is a simple calculator that takes into account transport and lifestyle and what's more, it also auto-adjusts for the country that you live in as well as the number of people in your household. You can also enter the size of the house that you live in as well as different information about your diet and other factors.

It's certainly a good way of getting a decent understanding of how much carbon you're using week-to-week.