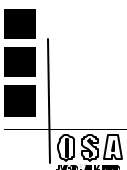


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Keys to Motivation

Tip Sheet

For more information or to schedule a workshop please contact IDEAL at 392-1655 ext. 311



The average person works at 50% of their capable productivity level. Motivation is the fuel that feeds productivity and is the key to becoming more efficient!!! Here are a few important ideas to keep in mind when concerned with keeping yourself, as well as others, motivated:

- **Analyzing Motivation:** to inspire people to work—individually or in groups—in ways that produce the best results, you need to tap into their own personal motivational forces.
- **Recognizing Needs:** research into human behavior has suggested that people are motivated by a number of different needs at work and in their personal lives. Recognizing and satisfying these needs will help you to get the best from people.
- **Understanding Behavior:** actual behavior is very important, but so are the reasons behind it. In most cases, the only way to know how motivated your staff members are is through the ways in which they behave. This includes what they say, their gestures, expressions, and stance.
- **Building up Motivation:** before staff can be receptive to your motivational techniques you must make sure that the environment in which the work meets a number of important human needs
 - Be a good leader!
 - Improve communication!
 - Create a no-blame culture: errors should be recognized, then used to improve chance of future success.
 - Winning cooperation: the basic component of a motivational environment is cooperation, which you must give to your staff, as well as expect from them.
 - Encouraging Initiative: the ability to take the initiative depends on empowerment and on an environment that recognizes the contribution. The more someone is supported, the more they will give.
- **Getting the best from people:** people are capable of remarkable achievement, significantly ahead of previous performance, if they are provided with the right environment and given the right motivational leadership.

A highly motivated team is vital for any organization seeking to achieve great results!!!