



Helping Individuals To Feel Motivated

Checklist

If you are looking to help individual team members feel motivated, here's a checklist to help you work through this process with them

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- ◆ Understand that you get from others as much or as little as you expect to
- ◆ *Make sure you give praise and credit on every occasion that it's due*
- ◆ Give people respect and responsibility - and you'll get the same in return
- ◆ *Avoid having "silly rules" to prevent progress*
- ◆ Never use criticism as your starting point
- ◆ *Offer serious praise about things that people are most serious about*
- ◆ Deal generously with small errors; when you deal with major ones, people will know you are serious
- ◆ *If you get it wrong - admit it openly and apologize openly*
- ◆ Show individuals how each can personally make a difference
- ◆ *Make sure any competition your team enters offers a fair chance of winning*
- ◆ Work with people rather than at them
- ◆ *Let people see a team requires team players - not simply individual achievers*
- ◆ Find one good thing to say to every person every day
- ◆ *Never make other people a scapegoat for your mistakes*
- ◆ Visualize an ideal achievement - and then share it with others
- ◆ *Show each person how they are part of something important - rather than something mundane*
- ◆ If you lead a team, know that your approach speaks louder than your words
- ◆ *If you have to use your authority; know as well how to use it as when to use it*
- ◆ Don't just wait for a final, complete, achievement before offering praise
- ◆ *Never reward one team member at the expense of the others*
- ◆ Show interest in each person personally - rather than just as a co-worker
- ◆ *Sometimes it's enough to point out an error without showing who to blame*
- ◆ Encourage individuals to become cheer-leaders for their group
- ◆ *Allow all group members to be in the foreground; otherwise some will disappear into the background*
- ◆ Show people how easy it is to suggest improvements
- ◆ *Encourage members of a group to sacrifice the occasional personal glory for team achievement*
- ◆ Never take credit for other people's work or efforts
- ◆ *Never pit one team member against another; avoid energy being spent trying to win individual battles*
- ◆ Trust people to do their job and play their part
- ◆ *Never allow trouble-makers to de-motivate an entire group*
- ◆ Treat your colleagues as you would want them to treat a major Customer
- ◆ *Help a group to enjoy the work, not simply achieve the result*
- ◆ Make sure your team tell you the truth - even if you might not want to hear it

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If you have any questions on some of the points covered in this checklist...

Or, if you have any other areas where you'd find such a checklist of use...

Equally, you might like some of your own material produced in this format...



*Please don't hesitate to contact us;
we'll be delighted to help*

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