

Quick Tips on *Motivation*

Motivation is all those factors that make people act and move towards a certain goal. Different people are motivated by different things (achievement, recognition, growth, enjoyment, etc.). Keep the individual in mind and work to satisfy the different needs that arise.

KEEPING YOURSELF MOTIVATED:

- Treat yourself well; give yourself rewards
- Keep track of your accomplishments
- Set goals and stick to them
- Plan ahead

GETTING OTHERS MOTIVATED:

- Remember the little things - details are important
- Be a role model
- Make work, meetings, programs fun
- Recognize the achievements of others in the group
- Create an open environment for comments, suggestions, improvements - let others do things their way sometimes
- Accentuate the positive
- Communicate your standards and be consistent with them
- Take responsibility for your actions and encourage others to do the same
- Stay flexible
- Challenge members - set goals and expectations higher
- Keep members informed of decisions and plans

THINGS TO AVOID:

- Backbiting and badmouthing other group members
- Lack of confidence in your leader
- Not giving feedback
- Having unclear goals
- Too much useless commentary

HINTS ON HOW TO MOTIVATE GROUP MEMBERS:

- Give praise when appropriate
- Inform people of recent decisions - keep your members informed
- Care about group members
- Go out of your way to help
- Take responsibility for your actions and encourage others to do the same
- Build and promote independence
- Be highly motivated
- Be willing to learn from other group members
- Stay flexible
- Demonstrate confidence
- Allow freedom of expression. There are many ways to do things; let others do it their way sometimes
- Encourage creativity and new ideas
- Challenge members...set goals and expectations higher

PRACTICAL THINGS YOU CAN DO:

- Take breaks - productivity declines if you don't give yourself and others the chance to take a breather
- Remember everyone enjoys surprises - be spontaneous in your meetings and events
- Copy jokes, cartoons, and quotes and distribute them to group members at meetings or leave them in mailboxes
- Share good news and success stories - as the old saying goes, nothing succeeds like success
- Keep in contact with other group members between meetings, even if it's just to leave a quick "Hi" on an answering machine

Remember...enthusiasm is like a smile - it's contagious!

Keep yours showing



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