



MOTIVATING YOURSELF – PRACTICAL TOOLS AND STRATEGIES

Learn how to maximize your own motivation with this short training session

Many of us sometimes need help getting motivated. And it can be very frustrating when we know we have to do something, but we just can't get around to making a start.

The longer you delay doing something, the more stress and pressure you're likely to feel. After a while, you may even start to lose confidence in your ability to complete the task at all.

There are essentially two types of motivation:

- **Intrinsic motivation** – This is when you are motivated by "internal" factors to meet your own personal needs. Most hobbies and leisure activities are based on intrinsic motivation.
- **Extrinsic motivation** – This is when you are motivated by "external" factors that are given or controlled by others, for example, by salary or by praise.

To motivate yourself, you must examine and understand your needs, so that you know what you find valuable and rewarding. Then, by changing your environment and perspective, you can find the intrinsic and extrinsic motivation to complete those undesirable tasks. So, rather than relying on other factors to make a task more rewarding, you make it more rewarding yourself.

Just as there are two types of motivation, there are two main strategies for motivating yourself:

1. You make the task more intrinsically interesting and satisfying.
2. You provide your own extrinsic rewards.

Using a combination of both is often the most effective way to motivate yourself. Here are some tactics that you can use motivate yourself:

- *Change your attitude and approach to undesirable tasks* - for example, the task of reorganizing your filing working space may not be motivating in itself. But being seen as a competent and organized person might provide intrinsic motivation for you.
- *Think about why you do what you do* - A great way to increase self-motivation is to list all of the positive outcomes of your job.
- *Set goals* - By setting goals you'll know exactly what you need to do to achieve what you want in life. Then, by looking at this "bigger picture", you'll be able to see how those undesirable tasks can help you reach your goals, and you'll be able to see "what's in it for you" to complete these tasks.
- *Break your tasks down into smaller pieces* - Organizing the entire filing cabinet may be too large a task to do all at once. Start alphabetically, or with the first section of files.
- *Build in accountability* - Tell someone to your friends, colleagues, coworker or manager about your task. Knowing that someone else is expecting you to complete the task can help motivate you.
- *Master time management* - Learn to take control of your time, and create a schedule that helps you to do things more efficiently.
- *Don't procrastinate* – It even double harder to get things done when low motivation and procrastination occur together.
- *Reward yourself* - Make an agreement with yourself to give yourself a reward when you complete a task.



- *Scare yourself with the negative consequences of not doing it* – if you ask me this is the most powerful tactics and advice for motivating myself to get things done. If not doing the task is going to get you in trouble with your boss, your manager, with executive board etc, just focus on this, and scare yourself into doing it!
- *Swap tasks with a colleague* - Maybe you can trade your undesirable task with someone else who doesn't mind doing it, and you can do something for that person in return.
- *Surround yourself with positive thoughts and people*
- *Create an accomplishment log* - Use this to record all of the times when you were able to motivate yourself to complete a task or keep moving forward. The log can inspire you the next time you need some extra motivation.