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**The Office
Professional**

Motivation: How to Knock Everyone's Socks Off When You Just Really Want to Stay in Bed

A 60-Minute Interactive Audio Conference

with **Morey Stettner**, editor, *Managing People at Work*

3 Keys to Self-Motivation

- ▶ **1. An overriding goal: What do I want to accomplish?**
- ▶ **2. A personal stake in the outcome :Why does my goal matter?**
- ▶ **3. A roadmap to follow: What do I need to do when to succeed?**

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| ▶ Selfish people: | Selfless people: |
| ▶ Lecture and boast. | Listen and ask questions. |
| ▶ Make demands. | Propose ways to help. |
| ▶ Indulge in instant gratification. | Persevere to achieve long-term gain. |
| ▶ Require external motivation. | Motivate themselves from within. |
| ▶ Seek power for self. | Seek influence to enhance group results. |

- ▶ 1. Excuses. Rather than accept an “out,” identify and write reasons to stay “in.”
- ▶ 2. Discouragement. Rather than stew in self-defeating thoughts, reinforce “success habits” and confront adversity head-on.
- ▶ 3. Resentment. Redirect bitterness into judicious analysis. See all sides so that you press forward without personal animosity.

Laziness can deplete your will to achieve. To break through feelings of lethargy:

- Spring into incremental action. Adopt a stair-step method of forward progress.
- Impose “empowering change” to your workday. Adjust your workspace, work habits and processes so that novelty heightens your attentiveness and curiosity.
- Compete with high achievers. Aspire to greatness by modeling yourself on stars.

- They thrive outside their comfort zone. The excitement of moving beyond the familiar stokes their drive to exceed expectations.
- They look beyond the “impostor syndrome.” Instead of giving in to feelings in doubt and adequacy, they dive in and assess results like scientists.
- They set superior standards. Fair or even good performance disappoints them.

- ▶ Avoid common de-motivators such as:
 - ▶ * Disgruntled peers;
 - ▶ * Distracting sensory stimuli;
 - ▶ * Unhealthy personal habits; and
 - ▶ * Cynics, skeptics and defeatists.

- ▶ 1. Emotional control. Self-motivated achievers maintain a grounded, balanced equilibrium amid professional highs and lows.
- ▶ 2. Think in threes. Devise three-step plans that enable you to progress steadily toward your goal.
- ▶ 3. Embrace nervousness. Don't resist the jitters when tough challenges arise; welcome anxiety as a healthy sign that you crave exceptional results.