

Motivation

5 aspects of motivation that will keep you going

By Daniel A Zelli

(An adaption of Article : Personal Motivation from Mind Tools Club)

ATTITUDE

- **Change your attitude and approach to tasks** – For example, the task of reorganizing your filing cabinet may not be motivating in itself. But being seen as a competent and organized person might provide intrinsic motivation for you. By thinking of filing in this way, for example, you can connect completing the task with meeting your needs.
- **Think about why you do what you do** – Sometimes you may start to think that your role is pointless, so why bother to do things? A great way to increase self-motivation is to list all of the positive outcomes of your role. If you're on the cleaning roster at church, ultimately your role keeps people safe from germs and disease and give a good impression of the church.

GOAL SETTING

- **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 the tasks before you 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. Then, when you complete the first group, you can use your success with the smaller tasks to motivate you to finish.
- **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** – When low motivation and **procrastination** occur together, it can be doubly hard to get things done. Sometimes you must just start!

- **Scare yourself with the negative consequences of not doing it** – If not doing the task is going to make it more difficult for you, focus on this, and scare yourself into doing it!

ACCOUNTABILITY

- **Swap tasks with a friend** – Maybe you can trade your task with someone else who doesn't mind doing it, and you can do something for that person in return. Use each other's needs, interests and talents to work more efficiently.
- **Build in accountability with a trusted** – Tell your colleagues or manager about your task. Knowing that someone else is expecting you to complete the task can help motivate you.

MENTORS AND COACHES

- **Surround yourself with positive thoughts and people** – Being positive is very powerful and contributes greatly to motivation. Just telling yourself that you can do something is often all you need to get started. And when you're around other positive people, they'll support and encourage you to keep trying.

REWARDS AND CELEBRATION

- **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.
- **Reward yourself** – Make an agreement with yourself to give yourself a reward when you complete a task. For example, buy yourself a specialty coffee for completing smaller tasks, or send yourself to the spa for a massage when you finish a major one.