

MOTIVATE ME

I dare you!

How many employees do you lead? When was the last time you showed them genuine appreciation, recognition or gave them the motivation they need to succeed? Today's employees are begging you to recognize them. Don't believe me? How many employees have recently left your employ? Too many? They are simply looking for that place that will recognize them for the gifts, talents and abilities they possess!

Want to keep them a little longer? Then find out what motivates them.

HOW? It is easy as **1, 2, 3**. Here are a few ideas to use for surveying your staff to see what might motivate them.

Do the three step...

Step 1: ASK
Step 2: LISTEN
Step 3: ACT

People are motivated by different things. What one person wants, another person may think is unimportant. Understanding these desires within each employee is necessary in order to award them appropriately. Of course answers to these surveys must be logged in some type of retrieval system for them to be utilized and effective.

What Motivates *YOU*?

Ask them...

Besides pay to cover physical needs, what makes **you** work hard? Probably some of the things on the list below are really important to you, while others may not be.

Do this exercise – and rate each item as it relates to YOU:

VI = VERY Important
I = Important
NI = NOT Important

_____ **Recognition** (You know people appreciate what you do.)
_____ **Responsibility** (You know it's your job to do; the credit or blame will fall on your shoulders.)

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- _____ **Enjoying the work** (You like your job.)
- _____ **Good co-workers** (You like the people you work with and want to do well for their sake.)
- _____ **Doing a good job** (You feel satisfied only when the work you do turns out well.)
- _____ **Status** (You feel important at work and people look up to you.)
- _____ **Challenge** (Your job calls for your full attention and skill)
- _____ **Growth** (Your work gives you opportunities to learn new things, get promotions)
- _____ **Benefits** (You are content with actual and fringe benefits of your job. i.e., health insurance, days off, vacation, discounts, etc.)

It's important to recognize what is important to you, in order to feel satisfied with your work, and stay motivated.

Employee Motivation Survey

Name: _____ Date: _____

NOTE: Completing this survey is voluntary. Your answers may help determine methods to reward and recognize your efforts on behalf of our company NOW and in the future.

Career Development

1. What skills are you interested in developing?

2. What would you like to be doing in five years?

3. What additional training topics are you interested in taking?

Corporate Culture

4. What do you like best about the work environment?

5. What changes could be made in the work unit to improve your working conditions or job satisfaction?

6. What changes could be made to improve the products/services we provide to customers?

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Recognition

7. How do you like to be recognized for your efforts? Choose your recognition style preference:
- a. formally recognized by the company
 - b. informally recognized by the manager
 - c. both
 - d. other: _____

8. Name one activity or hobby you enjoy outside of work?

Please rank order your top five incentives from the list below:

Money	Job promotion
Professional development/conference	Plaque/certificate
Time off	Childcare benefits
Thank you note	Flexible work schedule
Public praise/thanks	Autonomy over daily work schedule
Education/classes or seminars	Telecommuting
Increased responsibilities within current job	Campus or departmental committee work

Other:

Occasionally, this company may recognize an outstanding achievement with a gift certificate or similar award. In the event you should be recognized in this way, please answer the following questions:

Which three stores/websites would make the best gift certificates for you?

- 1.
- 2.
- 3.

What are your three favorite restaurants?

- 1.
- 2.
- 3.

Thank you for completing the survey!

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