



Motivation and Personal Development

Where there's a will
there's a way!

Dear all,

I would like to thank you once again for your participation in the Motivation and Personal Development course. You were a wonderful group and I hope you enjoyed the course as much as I did! Together, we explored different motivation techniques, had many fruitful discussions and much fun.

You have got tools to understand your drivers, detect your strengths and areas for development. The next steps are to compose your own toolbox that you can integrate into various aspects of your life, starting from environment up to positive thinking and building resilience.

Every day allow yourself at least some time to devote to your personal development program. It may only be a few minutes, but those minutes add up and can result in impressive skillset for greater achievements and happiness.

Best wishes,
Olga



What is Motivation?

Motivation is the word derived from the word 'motive'. We can define it with the following synonyms: need, driver, trigger, desire, want, cause, rationale, will / willingness / willpower, enthusiasm, impulse, inclination, justification, reason for doing something.

Motivation is the process that initiates, guides, and maintains the goal-oriented behavior. It is what causes us to act, whether it is having a sandwich to reduce hunger or participating in the course to gain knowledge.

Simply put, the term "motivation" is used to describe WHY a person does something. It is the driving force behind human actions.

Types of motivation

A

Intrinsic motivation:

arises from within the individual and refers to "internal" factors to meet one's personal needs and desires. Most hobbies and leisure activities are based on intrinsic motivation. In the workplace, it's about having a personal desire to overcome a challenge or to produce high-quality work,.

There are two main types of motivation: **extrinsic** and **intrinsic**. Both types are important, but they can have different effects on behaviors and how people pursue goals.

B

Extrinsic motivation:

arises from outside of the individual and refers to "external" factors that are given or controlled by others. These involve either earning reward (such as money, praise etc.) or avoiding punishment (e.g. threat of job loss or fear to fail the exam).

C

Important note:

intrinsic motivation might decrease, when external rewards are given for completing a simple task or only doing minimal work

D

Benefits of extrinsic motivation:

- External reward can induce interest and participation in something in which the individual had no initial interest.
- Extrinsic reward can be used to motivate people to acquire new skills or knowledge. Once these skills have been learned, people may then become more intrinsically motivated to pursue the activity (Excel or PowerPoint).
- Praise can help increase internal motivation.

Self-Motivation

Self-motivation is the force that keeps pushing us to go on. It's our internal drive to achieve, produce, develop, and keep moving forward. When you think you're ready to quit something, or you just don't know how to start, your self-motivation is what pushes you to go on.

Self-motivation is complex. It's linked to your level of initiative in setting challenging goals for yourself; your belief that you have the necessary skills and abilities to achieve those goals; and your expectation that if you put in enough hard work, you will succeed.

Four factors are necessary to build the strongest levels of self-motivation:

1. **Self-assurance, self-confidence, and self-efficacy.** Being highly **self-assured** (confidence or certainty in one's own abilities) means you will set challenging goals for yourself, and it's also a resiliency factor when you encounter setbacks. **Self-efficacy** (the ability to produce a desired or intended result) as a belief in our own ability to succeed, and our ability to achieve the goals we set for ourselves. By developing a general level of **self-confidence** in yourself, you will not only believe you can succeed, but you'll also recognize and enjoy the successes you've already had.
2. **A motivating environment** (interesting assignments or projects, team work opportunities, supportive people (allies))
3. **Focus and strong goals**
4. **Positive thinking, and positive thinking about the future**

Life Audit

Life Audit is a good way to get clarity, which area requires your attention. It is a good tool for regular use. There are following life categories: time, energy, physical exercise, social support, fun, nutrition, meaning and purpose. Notice how energized you feel in each area on a scale of 0 to 10, with zero being totally empty and 10 being totally fuelled.



Tactics for self-motivation

There are following tactics for motivating yourself:

- You make the task more intrinsically interesting and satisfying
- You provide your own extrinsic rewards
- A combination of both, which 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
- Think about why you do what you do, what is the benefit
- Set goals
- Break your tasks down into smaller pieces
- Build in accountability – Tell you friends, colleagues or manager about your task.
- Reward yourself buy yourself a coffee or send yourself to the spa
- Scare yourself with the negative consequences of not doing it
- Swap tasks with a colleague
- Master time management
- Surround yourself with positive thoughts and people
- Create an accomplishment log

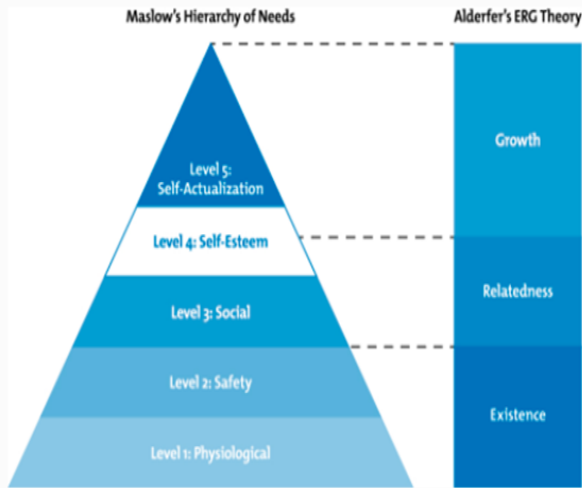
Personal SWOT Analysis

Strengths What do you do well? What unique resources can you draw on? What do others see as your strengths?	Weaknesses What could you improve? Where do you have fewer resources than others? What are others likely to see as weaknesses?
Opportunities What opportunities are open to you? What trends can you take advantage of? How can you turn your strengths into opportunities?	Threats What threats could harm you? What is your competition doing? What threats do your weaknesses expose you to

Consider these from a personal/internal perspective and an external perspective. Knowing and using your strengths can make you happier and more fulfilled at work. And if you still have any difficulty identifying your strengths, write down a list of your personal characteristics. Some of these will be strengths! Do other people see weaknesses that you don't see? Be realistic – it's best to face any unpleasant truths as soon as possible.

Look at your strengths, and ask yourself whether these open up any opportunities and whether you could open up opportunities by eliminating your weaknesses.

Theories of Motivation



Maslow's Hierarchy of Needs

Maslow's theory contends that, as we strive to meet our most basic needs, we also seek to satisfy a higher set of needs, until we grow to become "self-actualized". " At work, this could mean discovering a deep purpose and passion in our role. The most fundamental level is about what keeps our bodies alive and functioning. This is followed by physical, mental and emotional security, and a healthy self-perception. Maslow believed that the higher-level needs can only be addressed once the lower-level needs have been at least partially satisfied.

Alderfer's ERG Theory (Existence, Relatedness and Growth)

At the most basic level, people have existence needs. These encompass Maslow's physiological and safety needs. Next, are relatedness needs, where we fulfil our need for satisfying interpersonal relationships. This level relates to Maslow's social tier and to the external part of self-esteem needs. Finally, we reach the growth level. Here, we are looking for personal growth and development by doing high-quality and meaningful work. This equates to the internal part of Maslow's self-esteem needs and to his self-actualization category.

McGregor's Theory X and Theory Y

Theory Y people typically want to move up the needs hierarchy and are motivated to pursue personal growth and development. They take pride in their work, want more responsibility, need little direction. Their managers encourage them to develop their skills and suggest improvements. Theory X people aren't internally motivated and look for "carrot and stick" type motivators. They have to be controlled, rewarded or punished to deliver work.

These techniques to manage stress, build resilience and compose yourself before or during a challenging situation:

1. Physical relaxation techniques:

- **Deep Breathing** involves breathing so that your lower belly expands. Begin slowly inhaling through your nose, first filling the lower part, then the middle and then the upper part of your chest. Exhale slowly through your parted lips, emptying lungs from top to bottom. Pause slightly and take in another breath repeating this cycle. Continue breathing this way for several minutes.
- **Centering** uses your mind to redirect the negative energy caused by stress to the center of your body, giving you a sense of inner calm. Focus on your breathing. Find your center of gravity, which is usually just below your waist, and focus your mind on it. Visualize all your negative energy collecting in your center, and then moving up towards your eyes flying away from you, leaving yourself feeling calm and quiet.
- **Progressive muscular relaxation** is useful for relaxing your body when your muscles are tense. The idea behind PMR is that you flex a group of muscles, so that they're tightly contracted. Hold them in a state of extreme tension for a few seconds, and then relax the muscles normally.
- **Body scan** is a good way to discover bodily tension during 1-minute scanning exercise from head to toes. If you feel any tension, just mentally let it go. Relax every part of your body and say to yourself: "My body is relaxed".
- **Warm towel on the face**

These techniques to manage stress, build resilience and compose yourself before or during a challenging situation:

2. Building supportive network in the workplace. You need to build up a network of your allies - people who offer one another assistance, advice, information, friendship and support in difficult times. Strong and mutually beneficial alliances can help each party to get things done more quickly and smoothly than doing them alone. Your allies can be teammates, manager, senior management members, support staff etc.

3. Getting enough exercise and sleep. It is important to find an exercise activity you enjoy: dancing, yoga or Pilates, jogging, walking, team sports or martial arts (boxing, karate). Exercising just 30 minutes every other day can relieve stress, make you happier and more productive, and boost your energy level. Good quality sleep, an uninterrupted stretch of 7-8 hours, is crucial for our health.

4. Mindfulness. It involves being fully aware of your thoughts, emotions and actions. It means being present in every moment and paying close attention to what is going on right now without evaluating, explaining or interpreting. The term is often used interchangeably with "meditation". Mindfulness can increase your focus and resilience, strengthen relationships and improve mental health.



Personal Goal Setting

Goals give you focus, a clear sense of direction, and the self-confidence that comes from recognizing your own achievement. The **first step** in goal setting is to determine lifetime goals - what you want to achieve in your life (or in next 10 years). Here you create your "big picture". To give a balanced coverage of all important areas in your life, try to set goals in some of the following categories:

Career: what level do you want to reach in your career, or what do you want to achieve?

Financial: how much do you want to earn, by what stage? How is it related to career goals?

Education: is there any knowledge you want to acquire in particular?

Family: do you want to be a parent? If so, how are you going to be a good parent?

Artistic: do you want to achieve any artistic goals?

Make sure that these goals are the ones that **YOU** really want to achieve.

The **second step** is to set smaller goals. Once you have set your lifetime goals, break these down into the smaller and smaller targets. Then create a five-year plan, one-year plan, six-month plan, and a one-month plan.

Finally, review your plans, and make sure that they fit the way in which you want to live your life.

A useful way of making goals more powerful is to use the **SMART** mnemonic:

S – Specific (or Significant)

M – Measurable (or Meaningful)

A – Attainable (or Action-Oriented)

R – Relevant (or Rewarding)

T – Time-bound (or Trackable)



Focus and strong goals

1. Time management:

- **Prioritization.** For prioritizing the tasks many people use a coding system: letters or numbers. The Action Priority Matrix can help you to choose the activities you should prioritize and avoid: Quick Wins, Major Projects, Fill Ins and Thankless Tasks. Eisenhower's Urgent/Important Principle helps determine important (lead to achieving our goals) or urgent (lead to achieving someone else's goals) activities.
- **Managing interruptions.** You need to deal with the valid interruptions and find a way to block invalid interruptions. You can hold routine meetings; let people know when you are available; ask people to keep a list of things that they need to discuss.
- **Avoiding procrastination.** It occurs when you put off important tasks and choose to do something else instead. To combat procrastination you can e.g. reward yourself or scare yourself of the horrible consequences of not doing those boring tasks.
- **Effective scheduling.** Review your To-Do List and schedule in high-priority and urgent activities; know when you are most productive; schedule some extra time to cope with contingencies and emergencies; be generous to yourself.
- **Avoid multitasking.** You multitask when you write emails while talking on the phone. You can stop multitasking if set time for each task; practice mindfulness and take breaks when you find yourself multitasking.
- **Managing emails effectively:** check emails only at set points during the day; try the "Two-Minute Rule"; use labeling and notifications "FYI" and "FYC".



Focus and strong goals

- 2. Managing your boundaries.** Our personal boundaries set the limits that separate us from other people and help to keep relationships mutually respectful. People who set strong personal boundaries are generally happier. You need to monitor and maintain your boundaries - what you will and will not accept. But be realistic and adaptable when necessary. Remember not to isolate yourself or to simply stop collaborating.
- 3. How to be assertive.** This means being firm about your own rights, needs and boundaries, while considering those of others. You get your point across firmly and fairly and treat people with respect. Value yourself, voice your needs confidently, express yourself in a positive way, be open to criticism and compliments.
- 4. Saying "Yes" to the Person, "No" to the Task.** Doing so, make sure that you explain your justification, so that it's clear that you're only saying "no" to this particular task and possibly only on this occasion. If the other person understands why you've said "no", they are less likely to be left with the impression that you're simply being unhelpful. However, you may also have to be firm about how you say "no."

Positive thinking, and positive thinking about the future

1. **Experiencing negative emotions at work** like frustration, irritation, worry, nervousness, anger, dislike, disappointment and unhappiness, mentally stop yourself and look at the situation. Ask yourself why you feel them. Write it down and be specific. Then think of one positive thing about your current situation. Try deep-breathing exercises. Focus on how to improve the situation.
2. **Conflict** is an inevitable part of work. When you resolve it effectively team members can develop stronger mutual respect and examine their goals and expectations closely. You can use the Interest-Based Relational (IBR) approach by separating people and their emotions from the problem.
3. **Dealing with difficult people** you can control only one thing when dealing with difficult people - your reaction to them.
4. **Negative thinking** very often causes stress and unhappiness. You can be a maladaptive perfectionist – a person who is never satisfied with achievements or have a fear of failure or fear of success, which stop us doing the things that can move us forward to achieve our goals.
5. **Thought awareness** (process by which you observe your thoughts) is the first step in managing negative thoughts. The next step is to develop rational thinking - challenge the negative thoughts. Ask yourself whether the thought is reasonable? If there is a reason, the negative thinking has given you an early warning of required action.
6. **Affirmations** can help you overcome negative thoughts and build self-confidence. Your affirmations will be strongest if they are specific, expressed in the present tense and have strong emotional content. When you repeat them often, and believe in them, you can start to make positive changes in thinking.
7. **Visualization** technique helps to create a strong mental image of a future event. With good use of visualization, you can practice and prepare in advance for the event. By visualizing success, you can build the self-confidence you need to perform well.

Emotional Intelligence

Emotional intelligence is the ability to recognize your emotions, understand what they're telling you, and realize how your emotions affect people around you. It also involves your perception of others: when you understand how they feel, this allows you to manage relationships more effectively.

Characteristics of Emotional Intelligence:

- **Self-Awareness** – People with high emotional intelligence are usually very self-aware. They understand their emotions and they don't let their feelings rule them. They're confident – because they trust their intuition and don't let their emotions get out of control. They're also willing to take an honest look at themselves. They know their strengths and weaknesses, and they work on these areas so they can perform better.
- **Self-Regulation** – This is the ability to control emotions and impulses. People who self-regulate typically don't allow themselves to become too angry or jealous, and they don't make impulsive, careless decisions. They think before they act. Characteristics: thoughtfulness, comfort with change, integrity, and the ability to say no, ability to stay calm and knowing values.
- **Motivation** – People with a high degree of emotional intelligence are usually motivated. They're willing to defer immediate results for long-term success. They're highly productive, love a challenge, and are very effective in whatever they do.
- **Empathy** – is the ability to identify with and understand the wants, needs, viewpoints and feelings of those around you, even when those may not be obvious. Empathetic people are excellent at managing relationships, listening, and relating to others. They avoid stereotyping and judging too quickly, and they live their lives in an open, honest way.
- **Social Skills** – It's usually easy to talk to and like people with good social skills. Those with strong social skills are typically team players. Rather than focus on their own success first, they help others develop and shine. They can manage disputes or conflicts, are excellent communicators, and are masters at building and maintaining relationships.

The PERMA Model by Martin Seligman, helps us think about what we need to do to flourish. "PERMA" stands for the five essential elements to experience lasting well-being:

1. **Positive Emotion (P).** We need to make sure that we often experience positive emotions as peace, gratitude, satisfaction, pleasure, inspiration, hope or curiosity.
2. **Engagement (E).** When we're truly engaged in a situation or task, time seems to stop. You can experience deep engagement when participating in sports, spending time with friends, or working on projects that you're fascinated with.
3. **Positive Relationships (R).** As humans, we are "social beings," and good relationships are core to our well-being. People who have meaningful, positive relationships with others are happier.
4. **Meaning (M).** Meaning comes from serving a cause bigger than ourselves e.g. a religion or a cause that helps humanity in some way.
5. **Accomplishment/Achievement (A).** Many of us strive to better ourselves in some e.g. master a skill, achieve a valuable goal, or win in some competitive event.



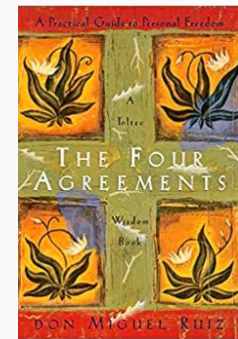
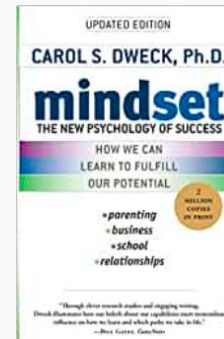
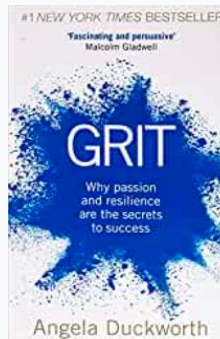
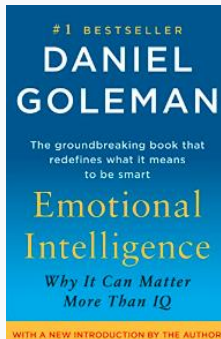
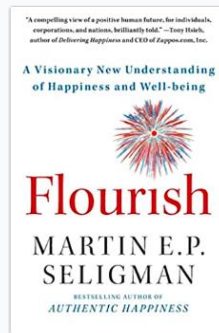
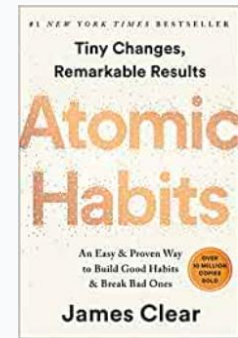
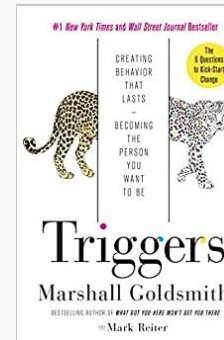
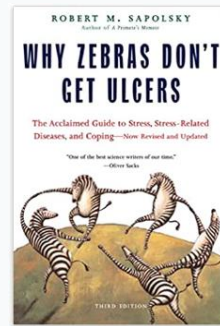
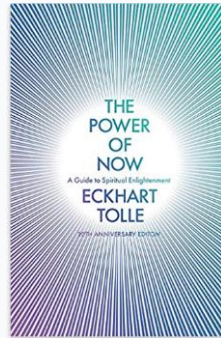
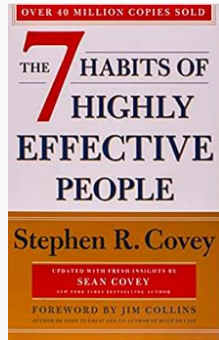
Self-Development Board



Self-Development Board



Recommended Literature



Recommended Literature

- How to make stress your friend, Kelly McGonigal
https://www.ted.com/talks/kelly_mcgonigal_how_to_make_stress_your_friend
- How stress affects your brain, Madhumita Murgia
https://www.ted.com/talks/madhumita_murgia_how_stress_affects_your_brain
- Your body language may shape, Amy Cuddy
https://www.ted.com/talks/amy_cuddy_your_body_language_may_shape_who_you_are
- How great leaders inspire action, Simon Sinek
https://www.ted.com/talks/simon_sinek_how_great_leaders_inspire_action
- Grit: The power of passion and perseverance, Angela Lee Duckworth
https://www.ted.com/talks/angela_lee_duckworth_grit_the_power_of_passion_and_perseverance
- How to stop languishing and start finding flow, Adam Grant
https://www.ted.com/talks/adam_grant_how_to_stop_languishing_and_start_finding_flow
- The power of believing that you can improve, Carol Dweck
https://www.ted.com/talks/carol_dweck_the_power_of_believing_that_you_can_improve
- Why aren't we more compassionate?, Daniel Goleman
https://www.ted.com/talks/daniel_goleman_why_aren_t_we_more_compassionate
- The new era of positive psychology, Martin Seligman
https://www.ted.com/talks/martin_seligman_the_new_era_of_positive_psychology
- Inside the mind of a master procrastinator, Tim Urban
https://www.ted.com/talks/tim_urban_inside_the_mind_of_a_master_procrastinator
- The power of vulnerability, Brené Brown
https://www.ted.com/talks/brene_brown_the_power_of_vulnerability
- Perfectionism holds us back. Here's why, Charly Haversat
https://www.ted.com/talks/charly_haversat_perfectionism_holds_us_back_here_s_why