

# QUICK TIPS

## Ten Commandments of Motivation by John K. Trocke

Share responsibility, remembering that as you take credit for the success, you must also share the failure.

Understand that as a leader you can give authority and allow others to contribute to their own and your success.

Constantly remind yourself that only through participation can others make their jobs meaningful.

Communicate the why as well as the what to insure that understanding and cooperation become a habit.

Evaluate accomplishment on the basis of the results achieved rather than on the activities engaged in.

Sincerely be humble, knowing that most people would rather succeed than fail at their jobs.

Seek always to set a good example, and through expecting good performance reap great rewards.

Force yourself to set goals and priorities for your job so others can build their goals toward these.

Unceasingly seek to be objective, fair, and honest in your act and deed, realizing the mantle of leadership is yours.

Light the way for change, knowing that putting yourself in the other person's shoes is the greatest gift of a leader.

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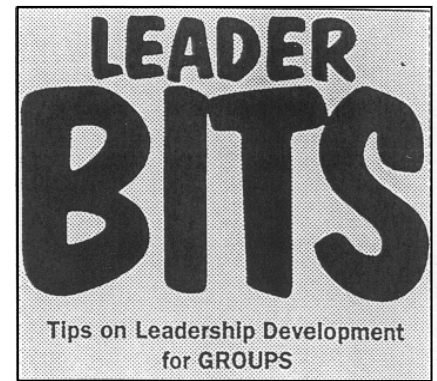
- Advising Groups
- Agendas
- Assertiveness
- Brainstorming
- Co-Sponsorship with Other Groups
- Communication
- Community Service
- Conflict Resolution
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- Delegation
- Difficult Members
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- Team Building
- Time Management
- University Events

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## Don't Be Afraid to Fail

You've failed many  
times, although you  
may not remember.

You fell down the first  
time you tried to walk.

You almost drowned  
the first time you tried  
to swim, didn't you?

Did you hit the ball the  
first time you swung the  
bat?

Heavy hitters, the ones  
who hit the most home  
runs, also strike out a  
lot.

R.H. Macy failed seven  
times before his store in  
New York caught on.

English novelist John  
Creasey got 753  
rejection slips before he  
published 564 books.

Babe Ruth struck out  
1,330 times, but he also  
hit 714 home runs.

Don't worry about  
failure.

Worry about the  
chances you miss when  
you don't even try.

A message published in the  
Wall Street Journal by  
United Technologies  
Corporation, 1986.

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Motivation may be one of the most difficult tasks a leader faces. Some days it seems hard enough to feel enthusiastic and excited about the group's meeting or activity, so how will you motivate the rest of the group?

### **Here are some hints on motivating others:\***

Make the members want to do things (inspiration, incentive, recognition)  
Study members and determine what makes each of them tick  
Be a good listener  
Criticize and approve constructively  
Criticize or approve in private  
Praise in public  
Be considerate  
Delegate responsibility for details to members  
Give credit where credit is due honestly  
Avoid domination or forcefulness  
Show interest in and appreciation for others  
Make your wishes known by suggestion or request  
When you make a request or suggestion, be sure to explain the reasons for it  
Let members know your plans, even at the early stages  
Never forget that the leader is a role model  
Play up the positive  
Be consistent  
Show members you have confidence in them and you expect them to do their best  
Ask members for their counsel and help  
When you are wrong or make a mistake, admit it  
Give courteous hearing to all ideas  
If an idea is adopted or rejected, tell the originator why  
Give weight to the fact that people carry out their own ideas best  
Be careful of what you say and how you say it  
Don't be upset by little hassles  
Use every opportunity to build up a member's sense of importance in his/her own work  
Share your goals, sense of direction, something to strive for, and something to achieve  
Keep members informed on matters affecting them  
Give members a chance to take part in decisions, particularly those that affect them  
Let members know where they stand and why  
Make personal contact before and after meetings to encourage participation  
Give group members something to do immediately when interest and energy levels are high  
Utilize small groups and place members on committees that interest them  
Continue to reassess members' needs and provide new challenges to them  
Avoid assigning unnecessary tasks  
Encourage sharing without criticism or judgment  
Be open to feedback, both positive and negative, from members

#### **KEYS TO MOTIVATING OTHERS**

**L**ESS COSTS

**I**NCREASED REWARDS

**S**ELF-AWARENESS

**T**EAM ENVIRONMENT

**E**NTHUSIASM

**N**EEDS UNDERSTOOD

If you put them all together, the most important idea is to LISTEN to them!

**MOTIVATION IS NOT SOMETHING YOU GIVE TO PEOPLE. THEY GIVE IT TO THEMSELVES.**

**BUT YOU GIVE THEM THE REASONS FOR MOTIVATING THEMSELVES!**

\* Check out the Leader Bits on Group Dynamics, Recognition, Recruiting Volunteers, and Team Building for more information.