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.

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.

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

LESS COSTS
INCREASED REWARDS
SELF-AWARENESS
TEAM ENVIRONMENT
ENTHUSIASM
NEEDS 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.