

FORTNIGHTLY FOCUS

Workplace Motivation

So.... you're feeling flat at work. Bored, lethargic, same old same old. Or perhaps systems have changed and you're not sure you're adapting well – overwhelmed, unsure where to start first, multi-tasking for you means shuffling from task to task without actually achieving anything.

We've all been there. More often than not it's easy to blame the workplace itself, but what about a change of mindset? Think about how you could do things a little differently. The job itself may not change, but the way you contribute to it does. Here's some ideas that might help:

- The 'Done' List

What you typically do at the beginning of the week, or beginning of each work day is write a 'to do' list right? When you've spent 10 minutes thinking about and writing it, you're already overwhelmed by it, before you even start the day! Then, just so you can feel good about crossing things off as you go, you're focusing on the easy, quick, less important stuff.

Turn it on its head – at the END of each day/week write yourself a 'Done' list. Ying and Yang: – 'To Do' = plan and possibility, 'Done' = execution and evaluation. If you simply 'can't do' without a 'To Do' list, then try both.

- Variety

We've talked about jumping from task to task without achieving anything, but with a little focus you can achieve. Engaging in different skill sets throughout the day is motivating, as opposed to being drained from focusing on the one project all day.

Instead of jumping between a dozen different things, select say 3 of the most important tasks for that day, and spend the required amount of time on each. It might surprise you to find you've had a motivation recharge.

- Autonomy

'You can't always get what you want' – the Rolling Stones sang about it, and when you're working for an employer you don't always get the choice about what you must achieve, however more often than not you can make choices about how to achieve the end result, and employers appreciate how you use your initiative and think outside the square.

- Bounce Ideas Around and Get Feedback on Your Work

This doesn't necessarily mean only bouncing around ideas that affect your own role. Show initiative, take more interest in the organisation as a whole. Perhaps you see things that could be improved upon within a different Department. This could have a roll on effect, making projects in your area more efficient or enabling the wheels of the organisation as a whole to turn more efficiently.



If it's not automatically given, ask your Manager or colleagues for feedback on your work – not with the main agenda being to stroke your ego - but if you're given positive feedback for a job well done it should motivate you to *want* to strive for more.

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