



Motivation



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STRONGER COMMUNITIES TOGETHER™

upskillsforwork.ca



Welcome to *UP Skills for Work!*

The program helps you build your **soft skills**, which include:

- motivation
- presentation
- adaptability
- attitude
- teamwork
- stress management
- accountability
- time management
- confidence

When you have these skills, you have the foundation you need to work well with others—at work, at home, and in your community. That’s part of why employers are looking for people with strong soft skills!



Soft skills are ways of acting or thinking that make it easier to work well with other people. Sometimes they’re called “people skills.”

This workshop

Everything we do starts with motivation.

In this workshop, we’ll explore what motivation means to us, and why it’s important. We’ll learn how to get motivated by connecting our values to our goals. We’ll also talk about strategies for staying motivated when things get hard.

Partners in development of *UP Skills for Work:*

Futureworx



What is motivation?

Think about the word **motivation**. When you think of a motivated person, what do you see?

Are they at work?

At the gym?

With their family?



Motivation is wanting to do something. It can also mean wanting to do something really well.

What motivates us, and what we're motivated to do, changes depending on our values and our situation. But when you're motivated, getting things done is easier. You know you're working within your values and getting closer to your goals. Motivation makes you feel fulfilled.



Let's talk about it

- What does motivation mean to you?
- Does it mean something different at home than at work, or in the community?
- What are the best things about motivation?
- Why can it be hard to be motivated?

A place for your notes:



Getting started

Check the statement that sounds most like you.

How motivated are you?

- I'm motivated in every part of my life! No problem.
- I'm really motivated about one or two parts of my life. They're my focus right now.
- I'm motivated enough to get by.
- Not much motivates me right now.
- None of the above. Here's my situation:



A place for your notes:



What motivates us?

To get motivated and stay motivated, we need four things:

- 1. Drive**
You have a goal or quality of work in mind, and you want to meet it!
- 2. Commitment**
You're going to meet your goal, no matter what happens.
- 3. Initiative**
You'll do things on your own to reach your goal, even if no one asks you to.
- 4. Optimism**
You feel hopeful about reaching your goal. You believe it will happen.



Let's talk about it

- Think about what you've been motivated by in the past, at home, at work, and in your community. Think about what motivates you now.
- What parts of this list feel like a good fit?
- What do you want to add to the list?

A place for your notes:



Motivation at work

What does motivation look and sound like to an employer?
A coworker?

How would they know if someone wasn't motivated?

Use the table below to share examples of motivated and unmotivated behaviour in the workplace. What do people say or do to show their motivation at work?

	Motivated	Unmotivated
Looks like this		
Sounds like this		



Your values

If you know what your values are, it's easier to get motivated and stay motivated. Values guide how we live our lives. They are things that are important to us. We use our values to make important decisions, both at home and at work. Everyone has different values, because everyone's experiences are different.

But what do values have to do with motivation?

Think back to the four keys to motivation:

1. **Drive**

You have a goal or quality of work in mind, and you want to meet it!

2. **Commitment**

You're going to meet your goal.

3. **Initiative**

You'll do things on your own to reach your goal, even if no one asks you to.

4. **Optimism**

You feel hopeful about reaching your goal. You believe it will happen.

They're all about goals! But not just any goal. To get our drive, commitment, initiative and optimism, they need to be goals that fit with our values.

Values + Goals = Motivation

A place for your notes:



What's important to you?

Put a check mark beside each value, to show how important it is to you.

Value	Very important	Somewhat important	Not important
Caring for others			
Being open-minded			
Doing the best job I can do			
Respecting others' beliefs			
Taking care of my health			
Being honest			
Learning new things			
Making enough money to support me and my family			
Being spiritual			
Spending time with people who are close to me			
Protecting the environment			
Making the world a better place			
Doing meaningful work			
Being creative			
Being a good team player			
Making time to have fun			



Let's talk about it

- Think about yourself and the people in your life.
- Are there values that are important to you that aren't in the table?



Understanding your values

Your values come from different places:

- your family
- your community
- your experiences

Your values might be very different from someone else's. Your values can also change over time, as you grow older, learn more, and find yourself in different situations.

Getting and staying motivated is easier if you understand what you value.



Meet Katrin

Katrin values hard work, just like her parents and grandparents. She's the only one in her family who values being patient with others, though. That's something she learned from her favourite teacher. She learned to value being on time from working in the Naval Reserves.



Let's talk about it

Think back to the values you just chose for yourself.

- Where did they come from?
- Do you know many people with the same values?
- Have you worked with people who had the same values as you? How did you find that experience?

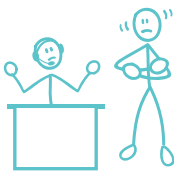
A place for your notes:



Core values

Most people have a few core values—the things that are most important to them. Many of us don't think about our core values very much, because they are just a part of who we are.

Our core values have the strongest impact on our actions. They motivate us to do better at work and in our personal lives. They can also sometimes lead us into conflict.



Meet Tom and Genevieve

Fairness is one of Tom's core values. His co-worker at the call centre, Genevieve, believes that caring for others is the most important value. One day, a customer calls and asks for something that the company doesn't provide. She feels for the customer, and asks her coworkers if they think she could make an exception. She becomes very upset when Tom tells her that it wouldn't be fair.



Let's talk about it

- How do you think this conversation is going to go between Tom and Genevieve?
- If you were a third coworker in the conversation, how would you help them come to an agreement?
- If you were their boss, how would you help them decide what to do about the customer?

A place for your notes:



Strategies for goal setting

Values can affect our decisions and reactions, and they definitely affect how motivated we are to do something. The best way to get motivated? Pick a goal that matches your values. Values and goals need to be aligned. They need to work together.



Meet Laszlo

At work, Laszlo makes sure that his spreadsheet numbers add up correctly, and his boss is really impressed. Now, his boss wants him to help his coworkers be more accurate in their work too. Laszlo doesn't value teaching others, so he has trouble getting excited about it at first. He puts it off, but soon, he worries his boss will notice. He needs to get motivated.

A place for your notes:



Here's how he does it:

1. **Make the goal meaningful**

Laszlo may not care about teaching, but he really cares about being organized. He decides to reframe the goal his boss gave him so it better matches his values. He's going to focus on the organizing part.

2. **Make the goal specific**

Helping his colleagues be more accurate is a pretty big goal. Instead, he decides to make his goal smaller. He's going to create a spreadsheet that's easier to use, and he'll share it with his colleagues. The spreadsheet should help them be more accurate.

3. **Make sure you have the skills and supports you need**

Laszlo has made his own spreadsheets at home to track his spending using the same program he has at work. He knows he has the skills and software to make the spreadsheet he wants to share with his colleagues.

4. **Make sure you can measure your progress**

Laszlo writes out a checklist under his goal that has all the steps he'll take to get there.

5. **Make a timeline**

Laszlo gives himself two weeks to make the spreadsheet, explain it to his colleagues, and answer any questions they have when they're using it.



Let's talk about it

- Have you tried any of the strategies Laszlo used?
- What else would you recommend to Laszlo to stay motivated?
- What's worked to keep you motivated in the past?
- What goals have you achieved in the past? What helped get you there?



Goal setting

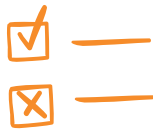
Take a look at the list below. Do you have goals in any of these areas? Write them down.

Area of Life	Goal
Career	
Money	
Health	
Lifestyle	
Relationships	
Learning	



What do you think?

- Do your goals match your values?
- How might achieving a goal in one area of your life help motivate you in other areas of your life?



Strategies for setbacks

Creating goals, whether at work or in your personal life, can be a lot of work. Staying motivated can be hard. Sometimes, it might even seem simpler to just take it easy.

Setbacks happen to everyone. But unless you know how to get past them, setbacks can keep you from staying motivated and reaching your goals.

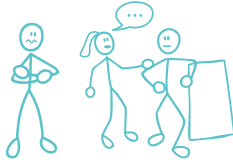


Setback: A problem that slows down or stops progress toward a goal.

There are a few things you can do to “get back on track” after a setback. Try some of these, or think of some of your own strategies:

- Think about your values and the plan you made to reach your goals
- Talk to someone in your support network
- Give yourself a visual reminder of your goal
- Remind yourself why it is important to reach your goals
- Try to learn from your setback. Is there anything it can teach you?

A place for your notes:



Meet Fatima

Fatima started a new job as a cashier at her local grocery store. One of her goals is to become a manager at the store. Sometimes, Fatima is so focused on becoming a manager that she doesn't pay attention to the job she has now. She makes mistakes when she punches in codes. Or she chats with her coworkers instead of helping her customers. Fatima's employer has told her that he may ask her to stock shelves instead of working at the cash.



Let's talk about it

- How can Fatima use this setback to stay motivated to do a better job and also focus on her goal of becoming a manager?
- What would you do if you were Fatima?
- Do you think her employer responded well to the situation? If you were her boss, how would you respond?

A place for your notes:



Congratulations!

You've completed the *UP Skills for Work* Motivation workbook, and taken the next step in building your soft skills. For the last activity, we hope you'll make a pledge. The **pledge** can be personal, or you can share it with others.



A **pledge** is a serious promise to yourself or to others.

My pledge

I pledge to work on my motivation by:

Sometimes a pledge needs an **action plan**.



An **action plan** is a list of steps you'll take to make your pledge happen.

My action plan

Goal	
When I will reach it	
How I will reach it	
What I need to do first	
Who will support me	
Strategies for setbacks	