

Motivation Exercise

Directions: Place a check mark next to each item in the list below if you have done this at least once in the last 3 months.

- _____ Say thank you.
- _____ Take an employee to lunch.
- _____ Compliment an employee for a job well done.
- _____ Provide rewards for good performance.
- _____ Pat an employee on the back.
- _____ Ask an employee for input on a decision.
- _____ Ask an employee about his or her family.
- _____ Recognize an employee for years of service (milestones).
- _____ Give a reward for sales or service excellence.
- _____ Recognize an employee of the week/month/year.
- _____ Distribute bonuses for achieving a goal.
- _____ Recognize employees in a company/department newsletter.
- _____ Buy an employee a coffee or soda.
- _____ Award gift certificates for a special achievement.
- _____ Give a deserving employee a promotion.
- _____ Recommend a deserving employee get a raise.
- _____ Give a deserving employee more responsibility.
- _____ Send an employee to a seminar or workshop.
- _____ Hold a recognition lunch/dinner/party for a work group.
- _____ Recognize accomplishments on a bulletin board.