

# The A – Z of motivation!

Its official, British Summer time has ended and the days now seem a lot shorter, but sadly the workload remains the same. For some people the dark mornings of the winter months means that it even harder to drag themselves to work in the morning and would rather stay under the duvet and watch the TV. If this is you..... then you need to get some motivation back!

To help you spring out of bed in the morning and get you inspired, then take a look at the A-Z of motivation.....

**Aim High** - aim high in all that you do.

**Be Positive!** – Recognise your positive characteristics and those around you. Focus on being positive in every aspect of your life and avoid negative thinking and self-talk. Surround yourself with positive people; don't let negativity pull you down. Set your own agenda – chose to be positive!

**Confidence!** - YOU are amazing and can do anything. Walk tall, and believe in yourself.

**Development!** – By broadening your skills and trying new things you will continually grow and develop yourself.

**Encouragement!** - Encourage and support colleagues and friends in their pursuits. It's infectious – you'll find they will do the same for you.

**Finish things!** – Starting things and never completing them can be a major cause of frustration, both for you and your boss! Completing that project/task that you have been putting off will give you a sense of achievement and enable you to move on to something bigger and better.

**Get stuck in!** - Putting off today what you could be done tomorrow is not always the best policy, as you'll often find that whatever you've been putting off isn't quite as bad as you thought.

**Hard Work!** - Accept the fact that you'll have to work hard to achieve success – remember; no pain no gain.

**Inspiration!** - Read success stories from those you admire and be inspired by the experts.

**Join in!** - Join in with those around you, who knows it may be fun!

**Keep on top of things!** - Being organised in key to helping you keep on top of things and to manage your workload. Make sure you also keep up with current events going on around you too.

**Listen!** – More often than not we are too busy to listen to what people have to say and miss important information. Develop the art of listening – it will be amazing what you learn!

**Motivation!** - Motivation is that drive within you which helps attain set goals, and improve your performance. Only you can take control of this driving force. Start now by thinking about what motivates you.

**Never be afraid to ask!** - Not knowing something is not a weakness, but a great opportunity to learn and develop. If you know someone who is knowledgeable in an area you want to learn more about – then pick their brains and ask.

**Outlook!** - By having a positive outlook in all that you do will mean you enjoy things more and will lead to greater happiness.

**Patience!** - Rome wasn't built in a day, so understand that you can't achieve everything at once. Learn to be patience. Break tasks down into small chunks and tackle one at a time.

**Quotes!** - "Motivation is the art of getting people to do what you want them to do because they want to do it" (*Dwight D Eisenhower*)

**Risks!** - Don't worry if your risk taking isn't successful – no one ever succeeded at anything worthwhile without a string of failures. So be brave and take them!

**Set a major goal!** - Set some achievable and realist goals for yourself (make sure that one gives you real stretch and takes you out of our comfort zone). Write them down - You're more likely to achieve them if you write them down. Once you have achieved one, then set another, but be realistic about what you want to achieve – just focus on doing your best.

**Time out!** - Personal time, outside of work and even families is really important. Set aside some 'me time' every week where you read a book, play a musical instrument, start a sport of fitness regime, anything really as long as it helps you relax but is stimulating too.

**Understand!** – Understanding and being clear about what you want to achieve is the key to achieving your goals.

**Variation!** - Doing the same thing every day can, after a while, become monotonous. So by introducing some variation into your work life can give it that all important kick start that it may need, and give you back your sparkle.

**Want to do well!** - Believe in yourself and want to do well – you'll be amazed by the results!

**eXercise!** - love it or hate it, it is an important part of a healthy lifestyle! It's important to keep a healthy body and mind so make sure you introduce some exercise into your daily life.

**You!** - You are the only one who has the power to motivate yourself. You are the one who holds the key to unlock your own potential. You are the only one who can make significant changes in your life. Start now..... the world awaits you.

**Zzzzz's!** – Sleep is so important; it helps you feel rested and refreshed for the following day, so make sure you get enough sleep!