Leadership Tool: **3 Factor Motivation Checklist**

Sit down with your people and take some quality time to discuss if they are generally OK (**hygiene factors**), what is going well (i.e. **satisfaction**) and bothers them (i.e. **dissatisfaction**).

It is useful to do it in this order to start on a positive note. Please use this document merely as a general guideline and try to use a lot of open questions.

**1st Step: *Clarify Basic Functions***

* **Does anything serious stop you from focussing on your work?**
* **Is there anything that is constantly distracting you?**

**2nd Step: *Develop Job Satisfaction (further)***

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| **Factors for Satisfaction** [mainly people-related] |
| * Achievement [Challenges] |
| * Recognition [also your leadership] |
| * Work Itself (i.e. Task Areas) [Purpose] |
| * Promotion [Mastery] |
| * Growth [Mastery] |
| * Responsibility [Autonomy] |

**3rd Step: *Eliminate Job Dissatisfaction***

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| **Factors for Dissatisfaction** [mainly systems-related] |
| * Company Policies |
| * Control |
| * No Decision-making Power |
| * Lack of Meaning / Purpose |
| * Negative Relationship (also with you) |
| * Bad Working Conditions |

If you are interested in anything else within this area,   
please get in touch with me: rhys[@]GPiPartner.com