

Motivation Audit Assessment



WHAT MOTIVATES
YOU?

Learna

About the audit process

This is a very simple process that allows you to quickly understand the important motivating factors for yourself or one of your reports.

Many companies conduct staff surveys to find out how people are feeling and thinking about work. These are useful surveys that look at broad, generic themes.

This audit process is a more **personal** look at motivation against two dimensions:

- What motivational factors are important to you in the context of your work life
- How well are each of these factors currently being satisfied.

Understanding what really **motivates** us is not quite so obvious as it may seem. Is money really the most important factor? Certainly, it's important but would you trade more money for a horrible boss or a role that stifled your initiative?



What motivates people is **individual** to them and it's important to properly think about and understand what the key drivers are before putting any motivation plan in place.

What motivates people is not fixed or permanent. It changes over time as our lives and circumstances change. That's why this is **worth doing at least annually** for yourself and if you manage others, for your team.

This is therefore an excellent process for someone who has been in the organisation a while and may be finding it hard to find the drive that they once did. Or at the start of a new role and then after 3-6 months in that role.

How to COMPLETE this audit

1. Go through the audit and consider each motivation factor. Don't score or rate any factor until you have looked through the whole list. The list provided is not exhaustive and if you/they feel something is missing, there is room to add it.
2. Now **rank** the top motivators for you. As a guide, **pick between 5 and 10** factors and as the list contains 20+ factors, this will require choices to be made and that will take time.
3. Then look at how well each of these factors is currently being satisfied. This is a **rating** process and is from 1-10, with 10 meaning that factor is being completely met in their/your current role
4. The picture usually is clear. We know every factor being rated is either very important or quite important and you/they will be able to see quickly which is not being met. They/you may know this already, or the process may crystallise it. As a rule of thumb anything below 6 is an issue.
5. Explore the reasons why. It is this exploration that will prove most important. The audit is a great 'door opener' to a conversation, often between the manager and person concerned. That conversation may be about the way they/you are managed, the role, the type of work they/you are doing, career aspirations, the rewards and recognition. It's really important to look at who is responsible for delivering all the elements. People often find it challenging to look at their own behaviour as a reason they are not paid as much as they want, are not progressing or being given interesting work. It's not the senior manager's job to "fix" everything, rather to have an open conversation about some strategies that can improve the situation.
6. The conversation may lead to a change in expectations and/or some specific plans being made that address the areas raised as an issue.
7. Then it's all about the implementation of the plan .



Motivation Audit CHECKLIST

Importance Ranking		Satisfaction Rating
☐	Achievement & pride in the work - the feeling that you've made progress or completed tasks successfully	☐
☐	A clear career path/promotion opportunities	☐
☐	Learning and development opportunities: personal and professional	☐
☐	Workplace culture - feeling you <i>belong</i> and connect to where you work	☐
☐	Quality of personal relationships and interaction with colleagues	☐
☐	The control over the volume of work you have and its impact on your life outside work	☐
☐	A sense of meaning and purpose in the work you do	☐
☐	Teamwork - working with others towards a common goal	☐
☐	Variety in the type of work and role	☐
☐	Your ability to make decisions: delegated authority, empowerment,	☐
☐	The quality and frequency of feedback you receive: formal or informal	☐

Motivation Audit CHECKLIST

Importance Ranking		Satisfaction Rating
☐	How well your efforts get noticed and recognised (formal/informal praise)	☐
☐	Feeling excited about the work you do	☐
☐	Salary, perks or monetary rewards	☐
☐	The level of security and stability of your role or job	☐
☐	The status your role and job title provides	☐
☐	A clear and inspiring vision and direction from leadership	☐
☐	Flexibility around where and when you work (WFH, hours etc)	☐
☐	Great technology and tools that make life easier	☐
☐	The relationship you have with your line manager	☐
☐	The level you feel challenged by the work you are doing	☐
☐	Your ability to operate creatively and use initiative	☐
☐	Psychological safety within the team, including your manager: can speak up; are listened to and heard	☐

Reflection and Action Planning

For the factors you selected in your top 5-10 motivators, explain some of the reasons for your rating score on satisfaction. Why was it a good score, or a not so good score?

Reflection and Action Planning

For each of the lower rating factors, explore who is best placed to do something about improving the rating and then what could be done.

E.g. Pay may not be fully in your, or your manager's control, but improving the way you are perceived is in your control.

Variety in your work: this may be something that could be addressed through projects, delegated tasks that are different to the current day to day work.

Reflection and Action Planning

What do you need to do?