

Motivation Audit Tool

WHAT MOTIVATES
YOU?

wentworth
Enjoy your working life

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About the Audit Tool

This is a very simple tool 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 tool 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, either for yourself, or others.

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 23 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 your scores form is usually is very 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 in the satisfaction rating may be 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 |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | Achievement - the feeling that you've made progress or completed tasks successfully | <input type="checkbox"/> |
| <input type="checkbox"/> | A clear career path/promotion opportunities | <input type="checkbox"/> |
| <input type="checkbox"/> | Learning and development opportunities: personal and professional | <input type="checkbox"/> |
| <input type="checkbox"/> | Workplace culture - feeling you <i>belong</i> and connect to the organisation | <input type="checkbox"/> |
| <input type="checkbox"/> | Quality of personal relationships and interaction with colleagues | <input type="checkbox"/> |
| <input type="checkbox"/> | The control over the volume of work you have and its impact on your life outside work | <input type="checkbox"/> |
| <input type="checkbox"/> | A sense of meaning and purpose in the work you do | <input type="checkbox"/> |
| <input type="checkbox"/> | Teamwork - working with others towards a common goal | <input type="checkbox"/> |
| <input type="checkbox"/> | Variety in the type of work and role | <input type="checkbox"/> |
| <input type="checkbox"/> | Your ability to make decisions: delegated authority, empowerment, | <input type="checkbox"/> |
| <input type="checkbox"/> | The quality and frequency of feedback you receive: formal or informal | <input type="checkbox"/> |

Motivation Audit CHECKLIST

| Importance Ranking | | Satisfaction Rating |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | How well your efforts get noticed and recognised (formal/informal praise) | <input type="checkbox"/> |
| <input type="checkbox"/> | Fairness – being treated fairly in terms of workload, salary, duties and benefits | <input type="checkbox"/> |
| <input type="checkbox"/> | Salary, perks or monetary rewards | <input type="checkbox"/> |
| <input type="checkbox"/> | Safety/security –the stability of your role or job | <input type="checkbox"/> |
| <input type="checkbox"/> | The status your role and job title provides | <input type="checkbox"/> |
| <input type="checkbox"/> | A clear vision and direction of where the organisation is headed | <input type="checkbox"/> |
| <input type="checkbox"/> | Office location and physical environment, resources to do role | <input type="checkbox"/> |
| <input type="checkbox"/> | Effective and efficient systems and policies | <input type="checkbox"/> |
| <input type="checkbox"/> | The relationship you have with your line manager | <input type="checkbox"/> |
| <input type="checkbox"/> | The level you feel challenged by the work you are doing | <input type="checkbox"/> |
| <input type="checkbox"/> | Your ability to operate creatively and use initiative | <input type="checkbox"/> |
| <input type="checkbox"/> | The level of influence you have on the direction of your team, function or organisation. | <input type="checkbox"/> |

Reflection and Action Planning

1. What were your top 3 drivers of motivation? Did you know this already or did the audit process clarify things?
2. Which drivers had the biggest gaps?
3. What are some of the reasons for these gaps?
4. Who is best placed to do something about improving these gaps? (you or someone else).

Reflection and Action Planning

What do you need to do?

WENTWORTH

Enjoy your working life

Wentworth People are a specialist consultancy with a vision to change the nature of work by creating more enjoyment. The business aims to create high performance in individuals and across teams, departments or whole organisations.

Based in Australia and Singapore with consultants based across Asia Pacific, with nearly 30 years experience, working with diverse organisations in advertising, media, finance, IT, banking, professional services, biotech and food manufacturing.

Their scope of work runs across developing bespoke learning and development, facilitation at off site events and conferences, executive coaching and consulting around workplace culture and the human side of change.

This audit is just one of a number of tools that are designed by Wentworth to help managers and individuals enjoy their working life more than they currently do. If you like this tool, maybe we can help in other areas. Give us a call or email us.

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