

# QUICK TIPS

Ten Commandments of Motivation  
by John K. Trocke

Share responsibility, remembering that as you take credit for the success, you must also share the failure.

Understand that as a leader you can give authority and allow others to contribute to their own and your success.

Constantly remind yourself that only through participation can others make their jobs meaningful.

Communicate the why as well as the what to insure that understanding and cooperation become a habit.

Evaluate accomplishment on the basis of the results achieved rather than on the activities engaged in.

Sincerely be humble, knowing that most people would rather succeed than fail at their jobs.

Seek always to set a good example, and through expecting good performance reap great rewards.

Force yourself to set goals and priorities for your job so others can build their goals toward these.

Unceasingly seek to be objective, fair, and honest in your act and deed, realizing the mantle of leadership is yours.

Light the way for change, knowing that putting yourself in the other person's shoes is the greatest gift of a leader.



## Don't Be Afraid to Fail

You've failed many times, although you may not remember. You fell down the first time you tried to walk. You almost drowned the first time you tried to swim, didn't you? Did you hit the ball the first time you swung the bat? Heavy hitters, the ones who hit the most home runs, also strike out a lot. R.H. Macy failed seven times before his store in New York caught on. English novelist John Creasey got 753 rejection slips before he published 564 books. Babe Ruth struck out 1,330 times, but he also hit 714 home runs. Don't worry about failure. Worry about the chances you miss when you don't even try.

A message published in the Wall Street Journal by United Technologies Corporation, 1986.

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**TIGER BITS** is a publication of the Center for Student Involvement. Copies available in the CSI, lower level rm. 014, FHSU Memorial Union, Fort Hays State University 628-4664.



CSI staff offer programs and consultation in these and other areas of personal and organizational leadership.

Information adapted from the Student Organization and Leadership Development Center at The University of Kansas

Motivation may be one of the most difficult tasks a leader faces. Some days it seems hard enough to feel enthusiastic and excited about the group's meeting or activity, so how will you motivate the rest of the group?

Here are some hints on motivating others:\*

Make the members want to do things (inspiration, incentive, recognition)

Study members and determine what makes each of them tick

Be a good listener

Criticize and approve constructively

Criticize or approve in private

Praise in public

Be considerate

Delegate responsibility for details to members

Give credit where credit is due honestly

Avoid domination or forcefulness

Show interest in and appreciation for others

Make your wishes known by suggestion or request

When you make a request or suggestion, be sure to explain the reasons for it

Let members know your plans, even at the early stages

Never forget that the leader is a role model

Play up the positive

Be consistent

Show members you have confidence in them and you expect them to do their best

Ask members for their counsel and help

When you are wrong or make a mistake, admit it

Give courteous hearing to all ideas

If an idea is adopted or rejected, tell the originator why

Give weight to the fact that people carry out their own ideas best

Be careful of what you say and how you say it

Don't be upset by little hassles

Use every opportunity to build up a member's sense of importance in his/her own work

Share your goals, sense of direction, something to strive for, and something to achieve

Keep members informed on matters affecting them

Give members a chance to take part in decisions, particularly those that affect them

Let members know where they stand and why

Make personal contact before and after meetings to encourage participation

Give group members something to do immediately when interest and energy levels are high

Utilize small groups and place members on committees that interest them

Continue to reassess members' needs and provide new challenges to them

Avoid assigning unnecessary tasks

Encourage sharing without criticism or judgment

Be open to feedback, both positive and negative, from members

#### **KEYS TO MOTIVATING OTHERS**

**L**ESS COSTS

**I**NCREASED REWARDS

**S**ELF-AWARENESS

**T**EAM ENVIRONMENT

**E**NTHUSIASM

**N**EEDS UNDERSTOOD

If you put them all together, the most important idea  
is to LISTEN to them!

**MOTIVATION IS NOT SOMETHING  
YOU GIVE TO PEOPLE. THEY GIVE  
IT TO THEMSELVES. BUT YOU GIVE  
THEM THE REASONS FOR  
MOTIVATING THEMSELVES!!**

\* Check out the Tiger Bits on [Group Development](#), [Recognition](#),  
[Recruiting Volunteers](#), and [Team Building](#) for more information.