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| **Week 1 RESOURCES** |
| *Keeping Staff and Allies Motivated* |
| *Complete this worksheet regularly to track the motivation level of staff and allies, and to consider how well you are using available strategies to keep them motivated.* |
| **Date:** |  |
| **Staff morale is** *(Up? Down? Low? Mixed?)* **because:**  |
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| **Successes or major milestones we have achieved so far:**  |
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| **Individuals who have been instrumental in success to date and what motivates them:**  |
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| **Reward ideas for group:** |
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| **Aspects of the “big picture” you would like to emphasize at this point in the effort:** |
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| **Checklist: How Well are you Maintaining Motivation?** | **Yes** | **No** |
| **1.** Have you offered feedback and recognition to individuals who have been instrumental in successes to date? |  |  |
| **2.** Have you reported to the team and allies about successes achieved thus far and how they relate to the big picture?  |  |  |
| **3.** Have you celebrated successes and the accomplishment of major milestones? |  |  |
| **4.** Have you recently spoken about the team’s ability to overcome problems? |  |  |
| **5.** Have you spoken to team members about the importance of their work, and how it relates the company or unit’s larger goals? |  |  |
| **6.** Have you remembered to offer special rewards, such as food at team meetings or achievement awards? |  |  |
| *If you answered “****no****” to any of these questions, consider how you can improve or remedy the situation in the upcoming weeks.*  |
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