Ten Commandments of Motivation
By John K. Trocke

1. Share responsibility, remembering that as you take credit for the success, you must also share the failure.
2. Understand that as a leader you can give authority and allow others to contribute to their own success as well as your success.
3. Constantly remind yourself that only through participation can others make their jobs meaningful.
4. Communicate the why as well as the what to insure that understanding and cooperation become a habit.
5. Evaluate accomplishments on the basis of the results achieved rather than on the activities engaged in.
6. Sincerely be humble, knowing that most people would rather succeed than fail at their jobs.
7. Seek always to set a good example, and through expecting good performance you will reap great rewards.
8. Force yourself to set goals and priorities for your job so others can build their goals toward these.
9. Be objective, fair and honest in your actions and deeds, realizing the mantle of leadership is yours.
10. Light the way for change, knowing that putting yourself in the other person’s shoes is the greatest gift of a leader.

The GRAPE Theory of Motivation

Growth
Being able to increase one’s skills and competencies; performing new or more complex tasks; participating in training programs.

Recognition
Promotion within the organization and when appropriate; praise for achievements; feedback (both positive and constructive criticism); receiving an award; printed references to an individual’s activities; being “listened to.”

Achievement
The opportunity to solve a problem; to see the results of one’s efforts; to reach goals that one has established to create a “whole” tangible product.

Participation
Involvement in the organizational decision-making, planning and scheduling one’s own work, and controlling one’s own work activities.

Enjoyment
Having fun in a warm, friendly, and supportive atmosphere.

Motivation may be one of the most difficult tasks a leader faces. Some days it seems hard enough to get yourself motivated and excited about the group’s meeting or activity, but as a leader, it is your responsibility to motivate the members of your group in order to accomplish things.

Some Hints on Motivation

Start with Yourself
- Be motivated and enthusiastic yourself
- Be a good listener
- Be considerate
- Be consistent
- Be organized
- When you are wrong or make a mistake, admit it
- Be careful of what you say and how you say it
- Do not be upset by little hassles
- Never forget that the leader is a role model
Take it to the Individual

- Criticize and approve constructively
- Criticize in private
- Praise in public
- Play up the positive
- Give weight to the fact that people carry out their own best ideas
- Use every opportunity to build a member’s sense of importance in his/her work
- Give honest credit where credit is due
- Avoid domination or forcefulness
- Let members know where they stand and why
- Make personal contact before and after meetings to encourage participation
- Help others think better of themselves throughout the activity
- Encourage shy members to participate and speak up

Express It To The Group

- Make the members want to do things-inspiration, incentive, recognition
- Study members and determine what makes each of them tick
- Show interest in and appreciation for others
- Let members know your plan, even at the early stages
- Delegate responsibility for details to members
- Make your wishes known by suggestion or request
- When you make a request or suggestion, be sure to explain your reasons for it
- Show members you have confidence in them and expect them to do their best
- Ask members for their counsel and help
- If an idea is adopted or rejected, tell the originator why
- Share your goals, sense of direction, and provide something to strive for and achieve
- Keep members informed on matters affecting them
- Utilize small groups and place members on committees that interest them
- Avoid assigning unnecessary tasks
- Encourage sharing without criticism or judgment
- Brainstorm new goals, programs and projects
- Establish a genuine feeling for belonging to a group
- Provide a valuable learning experience as a result of the activity
- Remember to express your appreciation to your members

Adapted from LeaderBits, the University of Kansas, and Dr. Sara Boatman’s GRAPE theory of motivation.