

Motivation Checklist

This is a good checklist for evaluating what might be missing from the work of our direct reports.

Achievement:

- Is there an opportunity for a sense of completion?
- Are there clear goals and targets to which individuals can relate?
- Is there a sense of ownership over their work?
- Is there a plan in place for ongoing feedback?
- Can the person measure their progress in attaining goals?
- Does this job require a person to learn more or develop their technical knowledge and expertise?

Responsibility:

- Is there a degree of freedom in the job?
- Is the person in control of their own behavior?
- Is there a degree of risk involved?
- Does the individual have the authority to make decisions and solve problems independently?
- Do they direct the work of others?
- Are they accountable for important resources?

Recognition:

- Is there an opportunity for visibility?
- Is there an opportunity for recognition by management?
- Do accomplishments get noticed or publicized?
- Is performing this job a preparation for higher levels of responsibility?
- Is it good training for moving laterally within the organization?

Meaningfulness:

- Is the work challenging?
- Does the work have value in and of itself?
- Does it allow for personal growth?
- Does it increase self-confidence?
- Does it improve the ability to work with others?

Opportunities for Growth and Advancement:

- Can employees learn from their work?
- Is promotion (lateral or vertical) possible?
- Can employees learn new skills?
- Will others in the organization see the results of the employee's work?