



Top 10 Ways to Motivate Today's Employees

1. **Pay** employees fairly and well, then get them to forget about money.
2. Treat each and every employee with respect. Show them that you care about them as **persons**, not just as workers.
3. **Praise** accomplishments ... and attempts:
 - Both **large** and **small**
 - **Verbally** and in **writing**
 - At least **4 times** more than you “criticize”
 - **Promptly** (as soon as observed)
 - **Publicly** ... and in **private**
 - **Sincerely**
4. **Clearly communicate** goals, responsibilities and expectations.
NEVER criticize in public – redirect in private.
5. Recognize performance **appropriately** and **consistently**:
 - Reward **outstanding** performance (e.g., with promotions and opportunities)
 - Do **not** tolerate sustained **poor** performance – coach & train or remove!
6. **Involve** employees in plans and decisions, especially those that affect them.
Solicit their ideas and opinions. Encourage initiative.
7. Create opportunities for employees to **learn & grow**. Link the **goals** of the organization with the goals of each individual in it.
8. Actively **listen** to employees concerns – both work-related and personal.
9. **Share** information – promptly, openly and clearly. Tell the truth ... with compassion.
10. **Celebrate** successes and milestones reached – organizational and personal. Create an organizational culture that is open, trusting and fun.