



BalanceWorks® Newsletter

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Motivation

Motivation is basically the desire to do things and it is a crucial element in setting and attaining goals. For the majority of people, motivation is high some days, while it can be lacking on other days. There are those days when we accomplish everything on our to-do list and then have time to cook a homemade dinner, bake a cake for dessert, read the kids 2 bedtime stories, and even take that long awaited bubble bath before bed. Then of course there are the days when we go to work only to cross one item off the to-do list and come home to lay on the couch and watch TV all evening.

Everyone enjoys a lazy day once in a while, but for the most part it feels so good to accomplish your goals for the day. The good news is people can influence their own levels of motivation and self control.

One way to ramp up motivation is to get in a **positive and optimistic frame of mind**. People procrastinate most when they are in a bad mood. When you have a positive outlook

on a project and are optimistic about its outcome, you are more likely to work on it. For example, your company announces that it is moving to a completely new software platform and everyone must learn how to use it in two weeks. Instead of focusing on how much you liked the old software and that it will be tough to learn a whole new platform, re-frame the task. Think about all the great features of the new software and how your job will be so much easier and more streamlined after you learn the new platform and can use it effectively. Now instead of putting it off, you will be excited to start learning how to use the new software because you are excited and optimistic about the eventual outcome.

Another great way to enhance motivation is to **break a daunting project or task down into smaller more manageable steps**. When something seems overwhelming it can be extremely de-motivating. By breaking the task down into smaller chunks that can be more easily

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achieved, you will feel much more motivated to start the project. The second step to this “motivation method” is to reward yourself after completing the project. This will motivate you to accomplish each step within the project as you have something to look forward to once the task is complete. For example, you want to start spring cleaning in your home, but just can’t seem to find the motivation to start. Don’t try to tackle this large project all at once. Instead break it down into smaller steps:

Monday – Clean the kitchen top to bottom

Tuesday – Wash all the bedding and curtains

Wednesday – Wash all the floors and vacuum the carpets

Thursday – Dust the entire house and polish all furniture

Friday – Go through the family’s clothes, toys, books, etc and donate anything you no longer need

Saturday – Clean the gutters and take care of the yard

Sunday – Treat yourself to dinner and a movie

Finally, increase motivation by **surrounding yourself with affirmative, motivated people.**

Think of this as a positive form of peer pressure. When you spend time with people who believe in their own ability to accomplish goals, their positivity is likely to rub off on you. For example, you want to start eating healthier and exercising but you are lacking the motivation to make the change, seek out your healthiest friends and family members and start spending time with them. Designate your sister who goes to the gym everyday as your workout buddy, invite your best friend who eats only whole foods over for dinner a few times per week and join that co-worker who always takes a walk on his lunch break.

To review, keep these three items in your motivation toolkit and get ready to kick-start your ambition and accomplish your goals:

- A positive, optimistic outlook
- The ability to break large projects down into smaller tasks
- A motivated peer group

Remember that eni’s EAP is available if you are feeling especially de-motivated and our Personal Assistants are available to provide more information and ideas on ways to get motivated!

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