

Actively listen. Ask questions. Be interested. Remember the responses!

Encourage. Encourage. Encourage. Catch people doing things right. Emphasise the positives.

Be very clear. Explain exactly what you want and expect. Set "SMART" objectives. SMART = Specific, Measurable, Achievable, Relevant and Time Bound.

Celebrate successes. Successes and celebration are a fundamental source of energy.

Lead by example. "You must be the change you want to see in the world." - Mahatma Gandhi.

Be honest. Develop a reputation for being honest at all times.

Don't assume - what motivates one person may not motivate another.

Spend time with people. Find out their interests, passions and aspirations. Find out what they want/need.

Be enthusiastic. Excite your team with your ideas. Be excited by your team's ideas.

Constantly look for the learning. Invest time in learning from successes and failures.

Stimulate "off the wall" thinking. Don't reject crazy ideas.

Reward. Find out what people recognise as a "reward" and use it well.

Value people as people. Although it can be difficult, value the "difference". Your way is only one way of doing it! Value contributions.

Don't immediately punish failure. Encourage the learning. Failure is only failure the second time!

Say "Thank You" and mean it.

Ask, "**How can I help you stay motivated?**" and pay attention to the response!

These tips were written by [Ian Clarke](#). You'll find more ideas about motivating people in [A Useful Guide to Managing People](#).

More tips and tools at 247freetips.com