

MOTIVATION

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**SKILL
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Motivation: Meaning, Definition, Nature and Types!

Meaning:

Motivation is an important factor which encourages persons to give their best performance and help in reaching enterprise goals. A strong positive motivation will enable the increased output of employees but a negative motivation will reduce their performance. A key element in personnel management is motivation.

Definitions:

Motivation has been variously defined by scholars.

From definitions given earlier the following inferences can be derived:

1. Motivation is an inner feeling which energizes a person to work more.
2. The emotions or desires of a person prompt him for doing a particular work.
3. There are unsatisfied needs of a person which disturb his equilibrium.
4. A person moves to fulfill his unsatisfied needs by conditioning his energies.
5. There are dormant energies in a person which are activated by channelizing them into actions.



Types of Motivation:

When a manager wants to get more work from his subordinates then he will have to motivate them for improving their performance. They will either be offered incentive for more work, or may be in the space of rewards, better reports, recognition etc., or he may instill fear in them or use force for getting desired work.

The following are the types of motivation:

1. Positive Motivation:

Positive motivation or incentive motivation is based on reward. The workers are offered incentives for achieving the desired goals. Positive motivation is achieved by the co-operation of employees and they have a feeling of happiness.

2. Negative Motivation:

Negative or fear motivation is based on force or fear. Fear causes employees to act in a certain way. In case, they do not act accordingly then they may be punished with demotions or lay-offs. The fear acts as a push mechanism.

About Motivation:

Motivation is the word derived from the word 'motive' which means needs, desires, wants or drives within the individuals. It is the process of stimulating people to actions to accomplish the goals.

Importance of Motivation

Motivation is a very important for an organization because of the following benefits it provides:

1.Puts human resources into action

Every concern requires physical, financial and human resources to accomplish the goals. It is through motivation that the human resources can be utilized by making full use of it. This can be done by building willingness in employees to work. This will help the enterprise in securing best possible utilization of resources.

2.Improves level of efficiency of employees

The level of a subordinate or a employee does not only depend upon his qualifications and abilities. For getting best of his work performance, the gap between ability and willingness has to be filled which helps in improving the level of performance of subordinates.

This will result into-

- a. Increase in productivity,
- b. Reducing cost of operations, and
- c. Improving overall efficiency.

Motivation is important to an individual as:

1. Motivation will help him achieve his personal goals.
2. If an individual is motivated, he will have job satisfaction.
3. Motivation will help in self-development of individual.
4. An individual would always gain by working with a dynamic team

1. Make a pact with yourself

It is a good technique for overcoming procrastination and getting things done on time.

2. Shift the goals and objectives

Try to set a huge and detailed goal because this will motivate you much more than your smaller goals. A bigger goal has a big result and can produce a lot of motivation.



3. Do something small and generate a flow

Sometimes you simply need to get started by doing smaller things. So if you really don't feel like doing anything, begin with something small and create a flow of work and motivation.

4. Do the hardest task first and start slow

If you do the toughest task first, then it will ease a lot of your daily worries and enhance your self-confidence for the rest of the day.

5. Don't compare yourself with others and review results

When you compare yourself and your results with others and what they have accomplished, it can really destroy your motivation. Remember, there are always people ahead of you and most likely quite a bit of people as well.

6. Remember your achievements and act like your heroes

Try to memorize your past successes and achievements and let them flow through your mind instead of your failures.

7. Come out of your comfort zone and don't fear failure

You must face your challenges to get a genuine boost of motivation. The more you will hold back to face the hard time, the more it would be difficult for you to tackle it.

8. Do research before doing something

When you do a little bit of research before doing something then your expectations will be more realistic and you can also obtain good suggestions on what hindrances that you might have to face.

9. Take the challenge of positivity

Always think positively and try to let go of negative threads in your mind before they have a chance to take hold of you.

10. Think outside your box

Never imagine the future from the box of what your mind is in now and just because your mind is situated in box of previous experiences, it doesn't mean that is the limit of the world.



Important Concepts in Motivation:

1. Discover why you procrastinate

Procrastination is a complex problem that can have many different causes.

Here are some of the most common:

- You've convinced yourself that your homework is beyond your abilities
- Putting off your homework is a way of rebelling against your parents or teachers
- You've decided the topic is boring
- You're waiting for the "perfect" time to start
- The task has become so overwhelming that you don't know where to start

Understanding why you procrastinate is a key first step to getting motivated.

Spend some time reflecting on what makes you procrastinate. This will enable you to identify which of the following tips will help you the most.

2. Break the material down into chunks

A major cause of procrastination is that the task ahead seems overwhelming.

That's when you need to “chunk down”.

Break down each task into small chunks.

Assign yourself a certain number of those chunks each day. Suddenly, you're no longer faced with a scary task, but rather a series of manageable chunks.

A chunk might be reading three pages of your textbook, completing five multiple-choice questions, or finding three reference articles on the Internet for your paper.

3. Reward yourself

Every time you complete one or two chunks, reward yourself with a short period of relaxation.

4. Create a study routine



By nature, we're creatures of habit. If it's a challenge for you to get motivated to study, you can put this principle to work for you.

5. Be clear about why you want to get good grades

One of the best ways to get motivated to study is to be very clear about why you want to get good grades in the first place.

Make a list of the reasons you want to do well academically.

Here are some typical reasons:

- I want to learn more and develop myself
- I want to develop the habit of pursuing excellence
- I want to become a more focused and disciplined student
- I want to get into a good school or programme
- I want to have a meaningful career
- I want to provide well for my family and my parents in the future
- I want to know that I gave it my best shot
- I want to live with no regrets

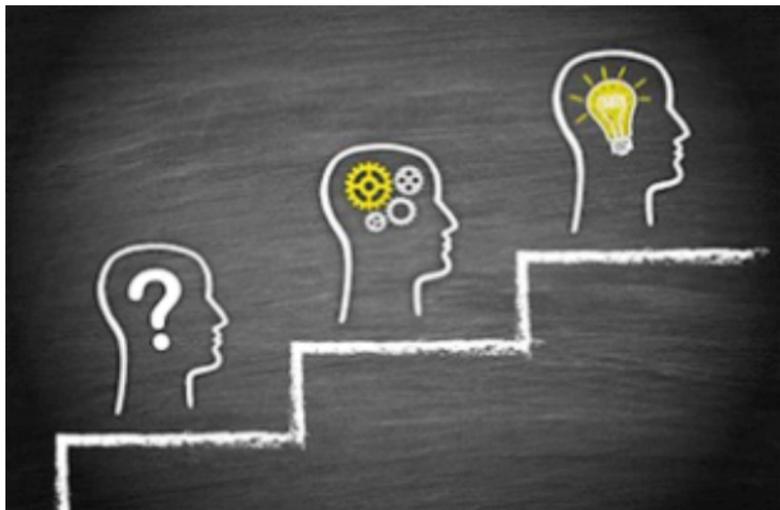
6. Use a mind map to organise the information

If you're like most people, chances are you've been taught to use lists to summarise information. A classic example is to-do lists.

7. Make a “boring” subject interesting

When you find it difficult to study because the subject is “boring”, ask yourself:

8. Understand the topic, don't just memorise it



One of the keys to effective studying is to develop an understanding of a topic rather than just memorising facts.

9. Look for gaps in your understanding

Try giving a mini-presentation on a topic to a friend or relative. You can do this in a formal way, or you could simply talk to them about the topic.

10. Study in short bursts

Research shows that we learn better when we study in short bursts.

It's called "spaced learning", and the theory behind it is that learning involves the creation of memories.

11. Use the Pomodoro technique

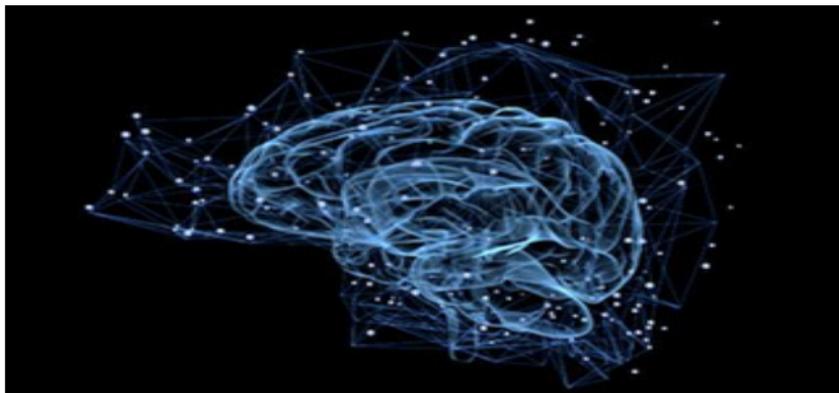
If you want a system for studying in short bursts, try the Pomodoro technique.

1. Decide on the task that you'll work on
2. Set the timer for 25 minutes
3. Work on the task
4. Stop working when the timer rings
5. Put a checkmark on a piece of paper
6. If you have fewer than four checkmarks, take a 3- to 5-minute break, then repeat from Step 1
7. After four pomodoros, take a 15- to 30-minute break
8. Draw a line through the four checkmarks and start counting your checkmarks afresh

12. Don't expect to feel motivated all the time

Strangely enough, one of the best ways to deal with a lack of motivation is to stop expecting to feel motivated all the time.

13. Exercise your brain



To get motivated to study, you need to train your brain. Think of your brain as a muscle.

14. Organise your time

The act of creating a study schedule is a form of commitment, so it will help you to stay motivated.

Study schedules:

1. For each subject, make a list of the tasks you need to complete in order to be ready for the exam
2. Download a study schedule template and block out the times you have available each day to study
3. As far as possible, choose blocks of time that are the same each day (e.g. 3:30pm to 5:30pm) so that your study schedule is easy to remember
4. Create a daily plan which lists the most important tasks to be completed for the day

15. Study in a group

Many students find it motivational to study in a group. Of course, it's crucial that you find the right students to join the study group. These students should be focused and disciplined.



Conclusion

The keys to getting motivated to study are organizing your time and work, and knowing how to use your mind effectively.





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