



KEEP YOUR WORKFORCE HAPPY AND PRODUCTIVE

THE EMPLOYEE MOTIVATION CHEAT SHEET

Keeping staff motivated, productive and happy can be a challenge at any time of year.

With pressure to meet deadlines, targets to hit, financial stress and a workforce who are more overworked than ever before, it's normal to worry about how this may affect productivity. This motivational cheat sheet will help you identify the most common motivational issues affecting your staff, the pressures they're facing and what they really want from you as an employer when it comes to motivation, incentives and rewards.

Just print the following cheat sheet so you can identify all the issues you may recognise. You can then tick the 'actioned' boxes once you have implemented the suggested solutions - easy!

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Motivational Issue	Recognised	Solution	Actioned
People winding down as they approach Christmas/Easter/Summer Holidays		Single-use vouchers and re-loadable gift cards are a fantastic, cost-effective gift or reward to motivate your employees. Vouchers and gift cards are available for dozens of retailers, with a wide enough range to ensure there'll be something that everyone in your organisation will love.	
Getting dark outside too early, and getting ill from cold weather		<p>When staff are ill, losing a day or two in the office to stay at home in bed can actually be the best case scenario.</p> <p>An ill worker is definitely not a motivated worker, but this happens enough that employees who come into work, despite feeling sick, and get nothing done has a name: "Presenteeism". And, of course, there's a huge risk of illness spreading to others, knocking even more employees out of action for a few days.</p> <p>By allowing employees to work from home or not feel penalised for a needed sick day can help avoid germs being spread and keep your workforce in tip-top condition.</p>	
Employees feeling stressed as deadlines get closer		Bonuses as a reward create a great deal of uncertainty and when coupled with a performance review, can be a major cause of stress. An established rewards and incentives program, in which employees have a better understanding of what they will receive as a return for their hard work, can go a long way to relieving this.	
Financial worries		Vouchers, gift cards, e-codes and pre-paid debit cards can make an ideal reward or gift for employees at the end of the year. While any extra money on a payslip at the end of the month will likely be swallowed up by bills, these alternatives give staff something they can set aside.	
Staff workload doubling when a colleague leaves the company		Time is a difficult thing to balance, given that many will already be short on it. But if you can plan carefully, using the extra time outside of flexible working considerations as a reward for good performance can provide employees with the time they need to deal with various commitments causing stress.	