
Mastering Self-Motivation

The *Mastering Self-Motivation* book brings together the academic and popular literature to prepare you for personal excellence. This workbook provides you the opportunity to take your personal excellence to a higher level by creating a road map for success as an executive, graduate student, and business owner.

Complimentary Workbook

By *Dr. Michael Provitera*

Mastering Self-Motivation Workbook

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How to Use the Workbook

This workbook has been written for you to enhance the value of your reading experience of the ***Mastering Self-Leadership*** book. I suggest that you read the whole chapter and perhaps the whole book before working on this workbook. The reason for this is because each chapter develops your motivational excellence and builds on prior knowledge. I want you to enjoy the reading experience. After you have read the chapter or the entire book, then use this workbook to build upon your mastery of self-motivation as you *prepare yourself for personal excellence*.

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Each chapter in this workbook is directly linked to the same topic covered in the book, making it easy to use.

This workbook complements the book and does not take the place of it or replace the reading experience. It has been designed so that you can reflect on your progress, record your success, and stay on track to reach your personal and professional goals.

If you would like further encouragement or if you have any questions, do not hesitate to email me at docprov@msn.com or visit my website at docprov.com. Your success is my success! Each incremental improvement leads to your overall success. I have helped over 1,000 seminar participants, graduate students, and clients—motivating them toward success in both their professional and personal life.

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For personal coaching or for a seminar at your company, organization, institution, or university, please contact me. I will be happy to talk with you and help you reach your goals. For 2013, I am offering a free half-hour motivational presentation.

Chapter 1

Mastering self-motivation begins with your own personal mission and vision. Self-motivation is built upon the premise that you lay a solid foundation—one that is filled with the necessary tools to help you build the foundation for personal excellence.

Chapter 1 begins by helping you build the following:

- Mission—what you are doing and what you are all about right now.
- Vision—where you want to go with your career, your life, and what type of legacy you want to leave behind for your company, your family, and friends.

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In order to understand your mission and vision, you have to begin by answering three important questions.

1.1 Written Exercise: To begin your journey of personal excellence, answer the following three questions. Provide a sentence or two or a list for each question below:

- Dennis Waitley, author of the book *The Psychology of Winning*, once said, “I like myself, I really do like myself...” Can you adopt this statement for yourself? Are you glad to be you and no one else? If yes, explain why. If not, why not?

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- L. P. Jacks once remarked, “A master in the art of living draws no sharp distinction between his or her work and his or her play....” Can you honestly agree with this statement?

- What do you do for fun that motivates you outside work? What you do for fun is indicative of who you really are. List the things that are meaningful to you outside work.

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1.2 Written Exercise: Based on the way you answered the three questions above, take a moment to write your mission and vision:

- **Mission**

The **FIRST** thing to consider for your personal mission statement is that if you live it each day, you are creating the correct road map for success. It provides you with ambition but, more importantly, it provides you with crystal clear examples of what inspires you. It is based on your own perception of yourself, your integrity, and your philosophy of life.

The **SECOND** thing to consider for your personal mission statement is that sometimes you need examples of other successful people that you aspire to be like or have a great deal of respect for. Here are a few examples.

I wake up each day with a positive attitude.

I choose to get something from the day that will build upon what I already know.

I present myself with a professional personal demeanor and I do not talk negatively about other people.

I enjoy my life and I want the people around me to enjoy their time with me.

I am a role model of success that others can follow.

My business is right for me and I belong here.

My work each day benefits a great deal of people in my company, in my community, and in the world.

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● Vision

The FIRST thing to consider when writing your personal vision is that it encapsulates your goals and objectives one year out, five years out, and up to fifteen years from now: What do you want to become, how will you get there, and what purpose will you serve? In addition, you can even envision what your life will be like when you retire and enjoy the results of your lifelong hard work, sacrifices, and success.

The SECOND thing to consider when writing your personal vision is that your vision integrates your life as it is today and the way you would like it to be in the future. Look at the gap between where you are now and where you would like to be and then think about what makes you happy and inspires you, the work that you enjoy doing, and what you want to become. Here is an example.

"I know now that I have served masses of people with my knowledge and skill. I am empowered each day to walk my own journey in life. I work on my own destiny, and I achieve the goals and objectives that I set for myself and that are important to me. I will prepare now for a life that I will leave in the future with my hard work and dedication. I will do this honestly and ethically. Continuously building my knowledge along with my experience to prepare for a rewarding retirement life and I will leave a great legacy for the people in my company and those that I love dearly."

Chapter 2

2.1 Written Exercise: Review the definition of *entrepreneur*, *intrapreneur*, and *motrapreneur*. Once you do this, write down a 30-second commercial of your life (i.e., your career story, milestones, how you ended up doing what you do). This will help you to become an authentic leader.

2.2 Written Exercise: Examine your motivation and ability. Are there instances in which you have great ability but lack motivation and vice versa. Briefly explain. List what you can do to either increase your ability or your motivation or both.

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2.3 Written Exercise: Conduct a SWOT analysis of yourself. What are your strengths? What are your weaknesses? What are your opportunities? What are your threats? Here is an example of a personal SWOT analysis:

Strengths

- I enjoy being creative and innovative.
- I communicate well when presenting ideas to colleagues
- I ask the most appropriate questions at the right time and at the right place when I am engaged in a conversation with someone (i.e., addressing the core of the question).

Weaknesses

- I sometimes get ahead of myself and attempt to multitask too much.
- I respond to people before they finish what they are saying because I do not want to forget my point of view.
- I often feel that my perspective of a situation is more important than anyone else's point of view.
- I find myself always inundated with technology (i.e., smartphone, BlackBerry, tablet).

Opportunities

- I see an opportunity to help my colleagues with my creativity and innovation.
- I attend national conferences each year, and I can use these conferences to build upon my skills and competency as a leader/manager
- I have a great deal of experience, and I can succeed in the new ventures that I embark upon.
- I can present new options for better processes at work that will save time, money, and energy.

Threats

- I feel that I am sometimes at a loss for words.

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- The current economic climate provides me with little opportunity for advancement in my current career.
- I feel that without an advanced degree, I am somewhat oppressed in this stage of my career
- If business does not pick up soon, my company may be taken over by one of our competitors.

- Write down your strengths as you perceive them to be right now.

- Write down your weaknesses as you perceive them to be right now.

2.4 Written Exercise: After conducting this SWOT analysis of yourself, write down how you can build on your strengths while taking steps to lessen your weaknesses. Then, write down how you can take advantage of your opportunities and avoid your threats.

- Write down how you can build your strengths. How can you improve them?

- Write down how you lessen your weaknesses. Is there anything you can do right now to prevent your weaknesses from hindering your career?

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- Write down how you can take advantage of your opportunities. This is your chance to explore, to grow, to challenge yourself. Be creative.

- List your potential threats and act upon the ones that may need to be addressed today, tomorrow, or in the near future. Write down how you can avoid your threats.

Chapter 3

3.1 Written Exercise: As you begin to manage your needs, consider where you are on Maslow's Hierarchy of Needs.

- Where are you located on the hierarchy?
Many of you will find that you are in the growth needs section of the hierarchy.

3.2 Written Exercise: Now that you have identified where you are on the hierarchy, write down what you currently need that can help you reach the next category. If you feel that you have already mastered self-actualization, indicate how you can sustain this

success. Maslow mentioned that we should make a growth choice a dozen times a day.

- I currently need the following. List your needs here:

3.3 Written Exercise: As you identify what you need to move up the hierarchy, consider the possible obstacles that you may face (i.e., some obstacles may come from your own perception of your potential).

- My current obstacles are the following.

3.4 Written Exercise: Once you have identified where you are on the hierarchy, know your needs, and identify your obstacles, then you are ready to write affirmations. An affirmation is a positive statement of declaration or what you already are (i.e., reinforce) or what you would like to become (i.e., what you desire to become). Here are a few examples:

- I have wisdom and knowledge of my profession.
- I am filled with positive energy and enjoy working hard at my profession.
- I am a savvy businessperson and conduct myself with a professional demeanor.

3.5 Written Exercise: Now that you have your affirmations, place what you need to do to accomplish your goals or objectives on your Things-To-Do List. Specify what you need to do the next day fifteen minutes before you leave the office. Rate what you have to do the next day and prioritize them by labeling each thing to do with A, B, or C (A's you must do today, B's could be done after the A's are done, C's may be done if time allows).

- Write things down on your To-Do List to help you reach your goals and objectives each day.

Chapter 4

4.1 Written Exercise: Motivating and leading yourself includes taking control of your life. Think about your current habits and what you do on a daily basis to keep in shape, to stay healthy, and to fuel your brain. Write down how you can enhance your physical fitness schedule and meet your nutritional needs for optimal health. In addition, activities such as bridge, chess, sudoku, role-playing games, and crossword puzzles exercise your brain.

- Write down what you can begin to do that will enhance your energy level, keep you sharp, and fuel your brain.

4.2 Written Exercise: Expectancy theory provides you with a game plan for your continued success. Answer the following three questions. Try to relate them to a certain program, goal, business plan, or something else that you are pursuing.

- Can I perform at the level that I want to perform at if I give it a try?
- If I perform at that level, what will happen?
- Do I prefer or value the things that will happen? If so, why? If not, why not?

4.3 Written Exercise: Now that you have conducted your personal expectancy theory analysis, determine how you can best lead yourself. Ask yourself:

- Am I on the right track? If so, do I value the things that will result in my high performance? If not, why not?

4.4 Written Exercise: Once you determine your level of expectancy and how can you lead yourself, use the four functions of management to help you succeed in your endeavors.

- How can I better ***control*** my performance so that I can achieve my goals and objectives?

- How can I ***lead*** myself better to ascertain my goals and objectives?

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- How can I become more ***organized*** in order to accomplish my goals and objectives?

- What ***plans*** can I make to ensure that my goals and objectives are met?

Chapter 5

5.1 Written Exercise: As you begin to recognize your strengths, consider how you feel about your current status on the job, in the office, or at the university. What makes you happy and what makes you unhappy on the job? After asking yourself this question, determine what satisfies you and motivates you at work.

- What makes me happy on the job?

5.2 Written Exercise: After identifying what makes you happy or unhappy and what satisfies and motivates you, determine how you can do more of what makes you happy and which motivates and satisfies you.

- I will do the following things to reduce my unhappiness on the job.

- I will do more of the following things that satisfy and motivate me on the job.

5.3 Written Exercise: Based upon the previous exercise, how can you empower yourself to become more satisfied and motivated on the job.

- I can do the following things to empower myself on the job (i.e., meaningful and challenging work, recognition, increased responsibility and growth).

Chapter 6

6.1 Written Exercise: Benjamin Franklin articulated a vision for “moral perfection.” Out of his twelve desirable traits, which ones can you identify with? After determining which ones that you prefer to develop or habits that you would like to form, or even attempt to tone down somewhat, express them by writing them down. After writing them down, consider how you benefit from either doing more of a certain trait that you want to improve or do less of a certain trait that you feel may hinder your success.

6.2 Written Exercise: Ben Franklin created 12 Rules of Management. Set goals to increase your management and leadership effectiveness. Here are a few examples:

- Seek first to manage yourself, then to manage others.
- Work hard and watch your costs.
- Become a revolutionary for experimentation and change.

Chapter 7

7.1 Written Exercise: In order to build a positive approach to life, you have to build your psychological capital. One way to distinguish yourself from your colleagues according to Luthans, Youssef, and Avolio, the authors of the book *Psychological Capital*, is to set high goals, challenge yourself, become self-motivated, make the time and effort, and persevere.

- The best way to do this is to take some time out right now and set a few high goals. How can you challenge yourself and become more motivated. Can you find the appropriate amount of time? How about perseverance when the going gets tough? Write down how you can challenge

yourself, get motivated, and keep the momentum going.

7.2 Written Exercise: Henry David Thoreau once said, “Go confidentially in the direction of your dreams; live the life you once imagined.”

- Write down different directions that you can take in your current position. List the pros and cons of each direction you choose. Identify which direction is important for you at this time in your career and, once identified, increase your intensity to accomplish your objective.

Chapter 8

8.1 Written Exercise: Change is one of the most important skills you can acquire. The earlier you adapt yourself to manage change in your life, the better off you will be.

- Look at a change that is necessary in your life. Go through Kotter's eight steps. Write down what you will do for each of the eight steps to help you to begin, manage, and sustain the change that you desire.

8.2 Written Exercise: Total Quality

Management (TQM), is a concept that you can use for adding value to everything that you do.

- Look at a goal that you want to accomplish. Consider how you will plan, do, check, and act so you can reap positive change. Change what is necessary in your life. List how you can work on each of these four concepts to continuously improve and master Total Quality Management.
- What *plans* can I take to improve?
- What can I *do* to execute the plan?

Chapter 9

9.1 Written Exercise: Moving from impasse to action causes you to consider your responsibilities, relationships, rewards, and reasons.

- Think of your current *responsibilities* and how you can better meet your needs. Take time to build the necessary *relationships* that will help you to remain positive. Do not forget to set up a *reward* system for yourself. Most importantly, come up with as many *reasons* as possible that you have so that you can motivate yourself to continue to reinvent yourself and *Master Self-Motivation!*

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- Pinpoint how you can make your responsibilities meaningful.
- Create great relationships with the following colleagues.
- Identify rewards that will motivate you right now.
- Develop the necessary reasons to pursue your goals (i.e., friends, colleagues, family, building a legacy, political aspiration, retirement, etc.).

9.2 Written Exercise: You are motivated when you identify and relate your intrinsic rewards (i.e., self-recognition, recognition from others, creating a huge following, mastering social media) to your current actions. Take time to set up intrinsic rewards and link them to your accomplishments.

- Develop a list of accomplishments now and link them to intrinsic rewards so that, in effect, you become a master of self-motivation.

9.3 Written Exercise: If you have read the “Mastering Self-Motivation” book and subsequently completed this workbook, you have *Mastered Self-Motivation!*

CONGRATULATIONS! The last thing to do is create your bucket-list. It is not ever too early in life to create a bucket list—a wish list of things to do before you die.

- Create a bucket list right now and begin to celebrate your success?