



*Ideas that make you  
a better leader*

JENBUCKSPEAKS.COM

THE LAST LIST YOU'LL EVER NEED FOR MOTIVATING EMPLOYEES;

## 314 IDEAS TO BOOST EMPLOYEE MORALE

### 1. Gamify, with incentives.

Make a game out of work, and provide rewards when goals and achievements are met. This will increase employee engagement, which is a key indicator of workplace satisfaction and motivation.

### 2. Recognize accomplishments regularly.

Recognition for accomplishments shouldn't be rare. They should be regularly done. These moments lift up team members and give the others a break from their day.

### 3. Demonstrate trust.

Micromanaging is not trust. Constantly correcting or re-doing work is not trust. If you give an employee a task and they do it differently than you would have, trust them enough to let it stand. Show trust whenever it is possible.

#### **4. Be positive.**

How the boss leads, the rest will follow. If you're a grump, they will be, too. Set the tone for the workplace by being positive.

#### **5. Allow flexibility as much as possible.**

84% of working parents said flexibility is the #1 most important factor in a potential job (compared to 75% for salary)! Be flexible about where they work, how they work, and when they work.

#### **6. Give them a chance to lead.**

Really lead, not you telling them they are in charge and then coming in and micromanaging everything they've done into the ground.

#### **7. Gather feedback for rewards.**

Encourage "spontaneous" feedback by providing an incentive. Maybe you send out an email survey to your team, and offer to give those who respond permission to leave two hours early.

#### **8. Give them a purpose.**

Employees need to know what they do matters. Are they just tightening widgets, or are they building battleships? Make sure they know what the purpose of their work is, and make it a noble one.

#### **9. Support their new ideas.**

You're not the only one with ideas. Encourage, support, and sometimes even implement the new ideas they have. Whether it has to do with a new window

display or trying a new technology for employee scheduling, both the employee and the business can get a lot from simply beta testing a new idea.

#### **10. Insist on work-life balance.**

Insist on work-life balance: it's important. Insist they take breaks. Refuse to allow them to login on their home computer after hours. Whatever it takes. Implementing a digital employee time clock will can help make this an easier transition.

#### **11. Let them see the end game.**

Not only do they need to know their purpose, but they need to know what everyone is working towards. Help them see, as much as possible, that the idea of team unity is necessary for that end game. Keep them posted on how it's going.

#### **12. Give them a chance to rest.**

Can you institute a napping time? If you can, you'd be surprised at how many takers you'll have for it.

#### **13. Be transparent and honest.**

In all things, be honest. They can't trust you otherwise, and it's hard to work in fear and distrust.

#### **14. Set goals of all sizes.**

Have big goals, project goals, department goals, personal goals-whatever it takes. But make sure you have smaller goals that are attainable, otherwise they'll feel failure and disillusion at never reaching goals.

**15. Give each person power.**

No one wants to feel powerless. Give them power either by involving them in decisions that affect them, or by letting them try on leadership roles periodically.

**16. Focus on individuals, not just teams.**

Your employees are people, not faceless teams. Communicate and think of them as such.

**17. Have an open door.**

Remove any barrier that might keep them from talking to you, whether it's limited office hours, a fussy personal assistant, or lack of availability.

**18. Have a morale officer.**

If you're too busy to be bothered with employee morale, put someone else in charge of it. Make morale a priority. Encourage fun events and revamped procedures so the workplace isn't drudgery. Make morale so purposeful there's someone doing it as part of their job.

**19. Keep your promises.**

Employees can't trust someone who doesn't keep promises. And they resent it, especially, if they were promised financial or career rewards. Broken promises demotivate immediately.

## **20. Let them be unique individuals.**

This is about respecting personalities. For example, your ideal open workplace may be torture for an introvert. Respect their individual nature as much as you can and accept that your ideals may not be theirs.

## **21. Listen to them.**

Look them in the eye, know and use their name, ask questions, and respond appropriately. Take to heart what they say. Take action on what they say.

## **22. Provide free and helpful services.**

Bring in a personal trainer, an accountant at tax time, or a chair massage professional. Find a service that your employees would love to have access to once in a while, and offer it to them for free there at work.

## **23. Start workplace traditions.**

Give them something to look forward to, something that is unique to their place of work. Holidays are a tradition for everyone. Make traditions in the office that they can call their own.

## **24. Send hand-written thank you notes.**

Writing a real note on real paper and sending it to an employee means much more than just another email. It means you took the time.

## **25. Make sure everyone gets a mentor.**

Maybe not everyone wants a mentor, but make them available to those who do.

### **26. Use reward points for useful things.**

Set up a point system for your reward program that employees can use for useful and tangible things, such as cash gift cards, appliances, travel, etc.

### **27. Avoid boredom.**

You might take comfort in routine, but it may feel like a boring rut to your employees. Be purposeful about spicing things up, changing things around. Move the office furniture, bring in different caterers, paint the walls a different color, change the weekly schedule. Just avoid mind-numbing sameness.

### **28. Provide healthy food.**

Birthday cake is fine once in a while, but make fresh fruits and vegetables, yogurt, and other healthy foods available. Stock your vending machine with healthy options.

### **29. Pay them well.**

Pay them the most you can. Pay them what they're worth, and then some if possible. Simply not having a payroll blunder is something employees love. Link your employee scheduling app to your payroll app and make things easy for you and always correct for your employee.

### **30. Don't fear change.**

Change can be good or bad, but don't fear it. If you fear it, you'll be pitted against your employees who are motivated to try new things. Embrace it and see where it leads.

### **31. Help employees reward each other.**

Create a system where employees can let you know of the good work or attitudes of their coworkers. Let them feel the pleasure of knowing they helped another get a reward.

### **32. Celebrate personal milestones.**

Remember birthdays, hiring anniversaries, and any other achievements they've accomplished outside of the workplace.

### **33. Send them to leadership training.**

Give them a taste for the leadership world. Even if they are not in a management position, consider it training for the day when they might be. (Pssst... this is what I do! See [www.jenbuckspeaks.com](http://www.jenbuckspeaks.com))

### **34. Give them stock.**

Make the health of your business matter to them by giving them stock through an Employee Stock Ownership Program (ESOP).

### **35. Let them bring pets to work.**

If possible, let them bring pets. This is not appropriate for all businesses (e.g. restaurants), but if it is, make it so.

### **36. Communicate clearly what you expect.**

Don't be afraid of confrontation. Don't be concerned about making everyone happy. You must communicate your expectations clearly. This helps them feel secure in their job in the long run.

### **37. Help them continue learning.**

Offer to pay part of tuition, or send them to classes and training. Offer free accounts for online courses. Build their confidence by helping them learn more.

### **38. Set an example.**

Be the kind of leader they want to follow. Walk the talk. Work harder than they do. Make it clear to them, by what you do, that you don't ask anything of them that you don't ask of yourself.

### **39. Be purposeful about encouraging creativity.**

You can say you love creativity, but do you do it? Insist on practicing it through creative outings, exercises, group events, and even designated creative areas where they can express themselves with games, writing, art, etc.

### **40. Love laughter.**

If your team is laughing, that's a good thing. Don't reign it in. Ever.

### **41. Make unity a serious goal.**

Are all your goals about productivity or finances? Don't forget to include unity. A team that is unified ultimately produces more and builds your business. Have a plan for measuring and keeping unity front and center.

### **42. Make rewards achievable.**

If your incentive and reward system takes impossible work to achieve, it isn't really a reward system. Make it easy to begin reaping benefits of small



rewards so they know it is possible and they continue on to the larger rewards.

#### **43. Stay on the cutting edge.**

Junky equipment? Outdated computers? Nope, not an option. Keep the tools your employees use as close to the cutting edge as you can. Using the best tools is exciting and instills pride in employees.

#### **44. Offer promotions and bonuses.**

Employees should benefit financially, and in their career, for great work, loyalty, and continued success. Not every position has an opportunity for advancement. This is discouraging for employees. Find a way to create advancement through tiered pay levels, additional responsibilities with corresponding title and salary adjustments, and so on, even if it isn't truly moving up the ladder. There must be a sense of forward career movement.

#### **45. Discipline and correct privately.**

Never, never, never shame an employee in front of others. No matter what. If there's a problem, deal with it in private. Never yell, take down, or criticize an employee while others are looking on.

#### **46. Praise in public.**

Conversely, make praise and recognition a public thing. Go BIG.

#### **47. Reward safety.**

Give incentives to those who practice safety in the workplace. Make safety valuable.

#### **48. Stand by your team.**

The customer may always be right, and your boss may be trolling for blood, but you are here to protect your team. They need to know you believe in them, trust them, and will protect them from anything ugly and undeserved.

#### **49. Avoid nepotism.**

Nothing destroys motivation like knowing you won't get promoted because you're not a relative or you haven't been there as long as other employees. Promotion and reward should be based on hard work, qualifications, and excellence. Anything else is demotivating.

#### **50. Use what works, not what's popular.**

The latest management fad isn't the right one. Use what works with your employees, not the techniques someone far removed from your business tells you is the hot, new trend.

#### **51. Ask employees what they want.**

Not sure what they want? Try asking them. Everyone loves to share their opinion. Also, see my Favorites List that is provided in my free Ultimate Engagement Toolkit with 6 additional tools on [www.jenbuck.rocks](http://www.jenbuck.rocks) - you'll be amazed at how people react to individualized and highly curated rewards.

#### **52. Get everyone to participate.**

Not everyone participates in events and meetings the same way. Personalities and courage vary. Find a way that makes everyone comfortable to participate. Don't cater to the loud and bold only.

### **53. Be fair. Be neutral.**

Skip the emotional response. Avoid favoritism. Don't make conflicts or challenges worse by lifting one up and putting another down.

### **54. Use team building activities.**

Since unity is your goal, regularly hold team building activities. Make sure they're fun, and seem like a reward in and of itself.

### **55. Work beside your employees.**

Are you always in your fancy front office? Get down in the trenches and do the same work alongside your employees sometimes. Understand what they experience.

### **56. Create rewards that are unique.**

Maybe you don't have a pile of money to hand out as an incentive. Find other ways to reward employees that are unusual and inexpensive. Google it—there are endless ideas out there.

### **57. Reward groups that have done well.**

Focus on the individual is vital, but you also want to motivate teams and groups. Reward them for a job well done using group incentives.

### **58. Make feedback safe.**

Make it easy for employees to leave feedback. It shouldn't always be in a face-to-face employee review meeting. Use the old fashioned suggestion box if you must.

### **59. Bring in teachers and experts.**

Bring speakers, instructors, and trainers into the workplace. Provide free and valuable training right where they work. If we're not developing them regularly, someone else will... don't forget that. Make this a priority.

### **60. Reward healthy living.**

Healthy workers aren't tired, worn out, and taking sick days. Have a system that rewards healthy choices, such as biking or walking to work, or using a 15-minute break for a quick walk. Give your employees a FitBit and hold a competition for who walks the most steps each month.

### **61. Do not patronize.**

Insincerity isn't motivating. It's insulting. Make sure your praise is genuine and free from any form of manipulation. Remember, these are bright and accomplished people—they will sniff out inauthenticity in a heartbeat.

### **62. Guard the workplace culture carefully.**

Don't assume your great workplace culture will naturally flourish. Take its temperature regularly and find any bruises.

### **63. Learn what de-motivates.**

Some people are motivated by rewards, others by praise, and still others by a job well done. Blanket motivation techniques don't work, and may do harm in some cases. Tailor your efforts for each person.

**64. Give them an allowance.**

Whether it's an allowance for books, decorating the office, or sprucing up their cubicle, give employees a set amount each year. Seems scary at first, but I promise you the goodwill far outweighs the abuse of the gift.

**65. Give them professional development training.**

Send them to training that teaches them not only about job-specific topics, but also on things such as procrastination, being debt free, time management, and so on. Help them be successful people, on and off the job—we are here to develop the Whole Person.

**66. Don't spring things on them.**

You might like surprises, but your employees don't, particularly if it affects their job. If big changes are coming, let them know what way the wind is blowing early on. Announcing a huge change one morning, out of the blue, is upsetting.

**67. Get rid of systems that fail.**

Your loyalty is to your employees, not your system or procedures. If it isn't working, show them you'll scrap it for their sake. Being locked in a bad system is demoralizing and makes them powerless.

**68. Let them solve a problem.**

Got a problem? Give it to them to solve. Show them you trust and respect them enough to do it. You are building leaders and this is a fast way to develop them and boost their self-esteem.

### **69. Create a buffer board.**

Let your employees select a few members to create a committee that will serve to hear employee concerns and report them to management. Not every employee is comfortable talking to the boss directly.

### **70. Use cross training.**

Train employees for other job positions, if they want to. Help them become invaluable by being able to serve in multiple positions and possibly have future advancement. (this also boosts loyalty to team members)

### **71. Support new ideas.**

When employees come to you with an idea or a solution to a problem they believe is for the betterment of the company, it's a sign that they care. Supporting new ideas and giving an individual the chance to 'run with it' is motivating, whether or not it works out in the end.

### **72. Empower each individual.**

Every single individual contributes to the bottom line. Empowering them to excel in their role, no matter how large or small, creates a sense of ownership that will lead to meeting and exceeding expectations.

### **73. Don't let them become bored.**

I get bored easily, so I assume my employees also have a short attention span. Host a cupcake bake-off, plan a happy hour, start a push-up contest in the

middle of the office on a Wednesday, or allow a different person to run the weekly meetings to break up the monotony.

#### **74. Celebrate personal milestones.**

Celebrating milestones never gets old and it shows our team members that we appreciate and value them.

#### **75. Acknowledge professional achievement.**

Everyone wants to be recognized. The acknowledgement of a job well done coming from upper management or the owner of the company will mean more to an employee than you think.

#### **76. Listen.**

This is probably the easiest thing you can do for an employee yet, it can also be the most difficult. Carving out some time each day to listen to anything from concerns to ideas will not only make your employees happy, it will also provide you with much-needed insight on your business from the people who help keep it running.

#### **77. Encourage friendly competition.**

A competitive environment is a productive environment. Encouraging employees to participate in competitions or challenges is healthy and may actually lead to increased camaraderie. Warning: not everyone will love it, so know that you need more tricks up your sleeve.

### **78. Allow pets at work.**

While not all environments can do this, if you can, you should. Pets make people happy and bring a sense of companionship to the office.

### **79. Reward accomplishments.**

When a pat on the back or a high five just won't do, monetary incentives always seem to hit the spot.

### **80. Create attainable goals.**

Setting goals are important, but ensuring they aren't set too loftily by the employer or employee will help determine whether or not the goal is achieved come year-end evaluations.

### **81. Be clear with expectations.**

Don't leave too much to be determined. Set clear expectations so you can plan for specific results.

### **82. Encourage individuality.**

Everyone is different. Encouraging individual personalities to shine through will not only help create a diverse and dynamic culture, it will also foster an open and accepting work environment.



### **83. Be a leader worth following.**

This point falls in my lap alone. If my employees don't perceive me as a worthy leader, how can I expect them to believe in our mission and help to achieve it?

### **84. Set an example.**

Or two or three. I can't expect my employees to do anything that I wouldn't do. I always ask myself if the expectations that I set for my employees are comparable to the expectations that I would set for myself.

### **85. Make things interesting.**

Shaking things up every now and then is a good way to break up the day-to-day routine of the work schedule.

### **86. Encourage learning new skills.**

Times are changing. Ensuring that every willing employee has the opportunity to learn a new skill or brush up on an old skill will benefit everyone involved.

### **87. Foster creativity.**

A creative environment is a thriving one. Encourage creativity and watch your business flourish as thinking outside of the box becomes the norm.

### **88. Give credit where credit is due.**

Although employees come to work to complete their appointed tasks, it's still an accomplishment if they do it well. Recognize their hard work by shouting them out to the entire company.

### **89. Create a career path.**

Having an idea of what lies ahead is the ultimate motivation. Employees who have a path set before them that may lead to promotion can work towards a goal. This will lead to increased commitment to their current employer.

### **90. Start a tradition.**

Start a tradition and keep it going. Even if it's wacky, silly, or unprecedented. When people have something to look forward to- much like holiday traditions- it increases their excitement and loyalty.

### **91. Get personal.**

This one is tricky because there is a fine line that cannot be crossed. However, showing concern and interest in the lives of each employee goes a long way.

### **92. Keep an open mind.**

Always be open to new ideas and new methods. Anything new is worth exploration and consideration.

### **93. Encourage laughter.**

Laughter is contagious, so help spread the joy.

### **94. Embrace change.**

Fighting change is harder than embracing change. We have all practiced this more recently in regards to social media, working remotely, and living in the digital age, especially due to Covid. Human beings are pliable and resilient, never forget that.

### **95. Stir the pot.**

It's not easy to keep things interesting every single day. Every now and then, stirring the pot can help to liven things up. Think of ways to change things up and create stimulation.

### **96. Recognize strengths.**

Bringing out the best in people is a talent every entrepreneur and people manager should strive to master. It should be your number one goal as a leader.

### **97. Be available.**

It's easy to get sucked into a high-pressure management schedule, but it's just as easy to take a few minutes out of each day to talk to an employee who may not be on your calendar.

### **98. Manage everyone individually.**

Everyone is different, but some are so different that they may require a personalized management style. Knowing your employees on an individual basis is the only way to know how to manage them effectively.

### **99. Encourage ownership.**

The success of a business lies in ownership. When employees feel invested in a company, productivity increases.

### **100. Promote unity.**

As much as each employee needs to be able to stand on his own two feet, he must also be able to work in a team. Promoting unity will help achieve individual and team goals.

### **101. Have patience.**

Entrepreneurs and managers often fall prey to only being interested in results. Patience will prevent you from expecting too much too soon and will allow employees to complete tasks properly.

### **102. Be flexible.**

Things don't always happen as planned; when employees see that you are open to going with the flow every once in a while, tensions ease up and productivity remains constant.

### **103. Offer incentives.**

Knowing ahead of time that there's a \$500 prize on the line or extra vacation days to be given away will make achieving goals that much more worthwhile.

### **104. Provide balance.**

A lively work environment promises a good time, but balance is just as important to maintain levels of productivity — and the sanity of coworkers.

### **105. Welcome new methods.**

The digital age is changing life as we know it. Embracing, rather than avoiding, new methods will ensure your business and employees stay ahead of the competition.

### **106. Cultivate a positive work environment.**

There is no place for negativity if success is to be achieved. A positive work environment is the result of positive leaders.

### **107. Give them a reason to come to work – every day.**

Showing up to work five days a week, ready to exceed expectations, requires a level of loyalty that can only be achieved if morale is high.

### **108. Hold a team building day.**

Team building exercises build a culture of trust and support, which is essential for productivity. Make it fun, inspiring, and insightful. People will remember these more informal moments and they will create long-standing loyalty.

### **109. Have a family day.**

It's important that your workplace is inclusive for loved ones. Try to have a family day at your office at least once a year. This helps to solidify team bonds, boost motivation, and strengthen employees loyalty to the company.

### **110. Creative brainstorming sessions.**

Starting a big project from scratch? Get your team moving with an innovative brainstorming session. These unusual meetings help to stimulate creativity while unifying your team. You can find loads of creative activities for this online.

### **111. Start an exercise challenge.**

An exercise challenge is great for team bonding. Hold a regular lunch-time walking competition, cycling group or morning squat challenge. It's been proven that exercise boosts productivity - and you're less likely to suffer the afternoon slump.

### **112. Offer agile working.**

Agile working can have an amazing impact on your team's productivity. Offer your staff a flexible schedule, or the chance to work remotely. Often greater freedom yields better results.

### **113. Communicate effectively.**

Email is no longer the holy grail. There are new ways of talking to your team which will increase productivity - try [Slack](#) or [Yammer](#) to keep everyone in the loop. Embrace text platforms that keep you up to date with technology and are much more robust.

### **114. Hold daily stand-ups.**

A 5-10 minute team chat in the mornings is a great chance to update each other, address any challenges and get the ball moving. Keep the time limit strictly under 10 minutes. This can replace the need for long meetings later in the day.

### **115. Create awesome meeting agendas.**

When long meetings are necessary, stick to a clear and concise agenda. There are some brilliant online tools to help you host effective meetings. Try [Lucid Meetings](#) or [GoToMeeting](#).

### **116. Keep your workflow visible.**

One of the best ways to increase productivity is with a visible workflow board. Everyone can see what team members are working on and the status of projects. Try an online system like [Trello](#) or [ClickUp](#).

### **117. Have a reward system.**

Your team should have clear targets; along with incentives for reaching them. Fun social events like team dinners, a day trip or sports matches give them something to strive towards.

### **118. Delegate by interests.**

Try to assign tasks to team members based not only on their strengths, but also their passions. You'll see an immediate increase in productivity if they're interested in the project, or when it aligns with their personal career goals.

### **119. Have skill-sharing sessions.**

Consider holding monthly skill sharing sessions in a relaxed workshop format. Everyone learns from each other's specialist knowledge and skills - and better yet, it's fun!

### **120. Create the perfect workspace.**

Studies have shown that a well-designed office can increase productivity by up to 20%. Natural light, ergonomic chairs, plants, temperature and color can have big impact on employee happiness and efficiency.

### **121. Offer co-working memberships.**

If your team is small or you'd like to give them a more flexible lifestyle, try signing up for a co-working office membership. These passes give your staff access to a number of beautiful offices which they share with like-minded professionals. Many include gyms and special facilities.



## **122. Encourage clean eating.**

A healthy team is a productive team! Sign up for a weekly fruit box, or supply a nutritious staff breakfast once a week. Some cafes also offer corporate membership deals - pick one with healthy, diverse food options.

## **123. Invest in a water cooler.**

Water has been proven to increase productivity, so do everything you can to make sure it's consumed. A water cooler or filtration system will encourage staff to stay hydrated in the office at all times.

## **124. Build fun communal spaces.**

Stuffy, formal meeting rooms don't do much to inspire productivity. Create colorful break-out areas with bean bags, couches and interesting decor. This helps to motivate and inspire group work.

## **125. Limit distractions.**

Open plan offices are great in some ways, but it can also be difficult to focus. Create a 'quiet zone' for anyone who needs privacy to work on a solo task. If this isn't possible, consider implementing a 'no interruptions' time of day, e.g. 2pm-4pm.

### **126. Try a team pomodoro timer.**

Your brain is only able to focus for a certain period of time. Using Teamodoro on a big screen encourages your team to work in synchronized blocks, with short breaks in between. It's not for everyone - but some work groups swear by it.

### **127. Have a peer review system.**

Create a formal channel so your team members can increase their productivity and performance together, through constructive feedback and advice.

### **128. Celebrate workplace diversity.**

Hold events to celebrate different nationalities and cultures in the workplace, including diversity training days. This will help your team members to learn, experience, and respects new cultures and concepts.

### **129. Respect individual habits.**

Some team members work best at their desk, others increase productivity by being active and moving locations. Some like music while others prefer silence. Do your best to accommodate and respect individual preferences. Productivity is never one-size-fits-all.

### **130. Eliminate excess tasks.**

Are your team bogged down with unnecessary meetings, small non-urgent tasks or office maintenance? Try to 'trim the fat', so your team can focus on big projects without distractions.

### **131. Set a powerful example.**

A team is only as good as its leader. Make sure your own personal productivity is at its peak. You can't expect the team to move mountains if they don't have a strong role model.

### **132. Have an open door policy.**

Nothing hurts productivity more than confusion or a lack of direction. If you're leading a team, keep an open door policy so they can approach you with any challenges and reach a quick resolution.

### **133. Create Chatter Hubs.**

Are your mornings often spent chatting about the latest binge-worthy TV series? Workplace friendships are beautiful, but they can be distracting for co-workers who aren't engaged in the same habits. Try to create 'social spaces' in the office that are separate from your quiet, working hubs.

### **134. Set realistic goals.**

One of the best ways to increase productivity is by setting realistic goals. Your team should always have specific targets to strive for. They should also

understand how these goals help the overall business objectives - helping to foster a sense of unity and purpose.

### **135. Recognize great work.**

One of the most important factors that contribute to employee motivation is how often their hard work is recognized. 70% of employees say that motivation and morale would improve massively with increased recognition from managers. After all, if an employee puts a lot of effort into a project to produce exceptional results but their hard work isn't recognized, why would they continue to be a high-performing employee?

### **136. Stay positive.**

It turns out that happiness and positivity play a greater role in the success of your business than you'd ever imagine.

### **137. Stay fueled.**

Keeping healthy snacks around the workplace is an easy way to help your team maintain energy levels throughout the day. The cost of providing them will likely be offset by your team's increased productivity.

### **138. Take regular breaks.**

Banging your head against a problem for three hours is rarely productive. Stepping back and taking a moment to recalibrate isn't just helpful in staying motivated, it's also important to your health.

### **139. Stay healthy.**

A generous time-off policy or options for more flexible schedules or remote work might seem expensive at face value, but it can actually save your company quite a lot of money in lost productivity, poor attendance, and suboptimal engagement.

### **140. See and share the big picture**

A large part of understanding the purpose behind your work is seeing how it fits into the larger picture. You can help boost motivation in the workplace by ensuring your team understands how each of their efforts impacts the organization, customers, and the community.

### **141. Be transparent**

Every relationship, including work relationships, is built on trust. Defaulting to transparency is one of the best ways to encourage an atmosphere of trust amongst you and your team, and a team that trusts you will be more motivated and engaged with their work. Transparency also helps ensure that everyone is working with the same information. That in itself can benefit the team.

### **142. Provide clarity**

In order to be motivated about your work, it's crucial that you actually understand what your goals and objectives are. For many employees, that understanding starts with transparency, and ends with clarity. Without clarity, transparency begins to lose its effectiveness and motivational power.

### **143. Envision and share positive outcomes**

It's easier to achieve success when you can envision it. Professionals of all types, from athletes to musicians and CEOs, all practice this technique to improve their motivation. Luckily, if you're providing a clear objective, you're already more than halfway there. Help the team understand what it would mean to achieve that objective.

#### **144. Find purpose.**

Although it's commonly stated that millennial employees are motivated by purposeful work, that's really true of most employees. Staying motivated is knowing that the work you're doing makes a difference in some way—recognizing the impact you're making on your clients, company, or the world.

#### **145. Loosen the reins.**

Autonomy and flexible work schedules are incredibly effective motivators. Giving employees more agency around when and how they get their work done can actually improve their efficiency, and help keep them motivated.

#### **146. Provide a sense of security.**

We're not talking about hiring a bouncer for your office. We're talking about employees feeling secure enough to show their full selves at work. Psychological theory suggests that there is a hierarchy of basic needs that people require before they can be motivated to reach their full potential. Security falls right beneath physiological needs like food and water.

#### **147. Step into your Superhero Pose.**

Your posture not only says a lot about your motivation levels, it can actually impact them. Take a moment to think about your own posture, and the postures you're seeing around the workplace. What are they saying?

#### **148. Encourage teamwork.**

Teamwork is one of the greatest motivators out there. Knowing that your colleagues have your back and are your cheerleaders is an amazing feeling. When your motivation dips, your teammates are right there with you, rooting for you as you complete your next project.

#### **149. Offer small-dollar, creative, consistent rewards.**

Annual bonuses are a common way many employers reward employees for their hard work. Unfortunately, they don't often provide the motivation they're designed to. An annual bonus perceived as routine, disappointing, or unfair can even damage motivation in the workplace. Providing smaller, more creative and consistent rewards is a great way to boost motivation consistently over time.

#### **150. Change the scenery.**

Sometimes a small shift of scenery can provide a big shift in motivation. If it's possible, think about how the environment you and your team work in impacts motivation. If there aren't many sources of natural light coming in, it might be valuable to step outside together from time to time.

#### **151. Practice and promote mindfulness.**

Taking time out of your day to slow down and practice mindfulness might sound like it would negatively impact productivity, but in many cases, the opposite is true. Embracing mindfulness at work can improve productivity and motivation by providing the perspective we need to see that.

#### **152. Have Fun!**

Find little bits of fun in everyday activities, and focus on what it is that makes working in your organization great. You and your team will be amazed at how motivating a little bit of fun can be.

#### **153. Communicate openly and honestly with your employees.**

This is really all anyone wants.

**154. Give consistent raises.**

And do it often — nearly 25% of employees would leave for a 10% raise elsewhere, studies show.

**155. Keep work-life balance top of mind.**

The last thing we want is for people to feel the burden of “Living to Work” instead of Working to Live. Healthy workers are balanced workers.

**156. Let your employees work from home at least a few days a month.**

Since Covid, we all know that efficiency can happen from home, as well.

**157. Buy your employees meals on a regular basis.**

What can I say—food motivates. We also like to break bread with our superiors to get a new perspective of them. Let yourself relax and enjoy the moment.

**158. Remove as many middle managers from the mix as you can; keep a fairly flat organizational structure.**

Accessibility will go a long way in eliminating confusion, clarifying direction, and building trust.

**159. Give your employees more paid time off.**

It may not be about changing the entire time/benefits structure. It may be as easy as offering an additional :30 minutes to lunch. Or letting someone come in late on a Monday or leave early on a Friday. This is surprisingly doable and impactful.

**160. Encourage your employees to shape their own jobs.**

Trust them. Empower them. Believe in them. This is when they flourish.



**161. Allow your employees to be themselves, so embrace individuality.**

I think we would all benefit if we loosened the reigns on what we perceive as “Professional” in dress and expression. Brilliant people have multi-colored hair, tattoos and piercings. Furthermore, we need to get rid of our outdated dress codes. Individuality should be celebrated if we want to get the most out of people.

**162. Have walking meetings.**

These are the best—trust me. Just get out an walk with the person you’re meeting with. It’s magic. Swear.

**163. Give your top-performing employees a handwritten card.**

Do this regularly—the power of the written word is a forgotten gem.

**164. Take work off your team’s plate whenever possible.**

This is an extraordinary gifts that will give you miles and miles of trust from the overloaded employee.

**165. Let your employees work from home on their work anniversaries.**

You didn’t think of this one, did you? Such a cool perk.

**166. Write your employees handwritten notes on their birthdays.**

There’s that written word-thing, again. I’m telling you, written appreciation is gold.

**167. Don’t micromanage anyone.**

Ever. This is the quickest way for you to lose trust, motivation, and loyalty.

**168. Be positive — even when it seems almost impossible.**

Find that silver-lining, even if you have to work for it. They're looking to you to be the one who leads the way out of the darkness.

**169. Get to know each and every one of your employees.**

Spend the time—these moments are deposits in the emotional bank account.

**170. Always keep the door to your office open.**

While I get that you always can't, make those moments the exception.

**171. Ensure your employees feel valued.**

Notice everything. Make a habit of never passing your employees without some kind of acknowledgment. Hard? Sure. But make that your goal.

**172. Bring something fun to the office (e.g., arts and crafts).**

Start a puzzle in the breakroom. Bring in Rubiks Cubes. How about some Silly Putty or Play Doh?

**173. Plan a company happy hour, and pick up the tab.**

Like I said, food motivates! But, remember, not all employees will feel comfortable in a bar or at an event that cuts into their family time, so feel your culture out. It's not worth it if someone is made uncomfortable.

**174. Build a creative environment.**

Creativity and fun are directly linked to productivity so think of ways to add more of that into your culture. Consider bringing in canvases and water paints—watch the engagement you create!

**175. Encourage your employees to try something new.**

While we normally refer to this in the cross-training sense, I recommend that you have an event where people can do things that are way out of their box. Maybe it's cooking, or dancing, or being challenged on a ropes course. The key is to keep their minds and confidence expanding.

**176. Don't be afraid to change when it's called for.**

I know, "it's always been this way"... but that excuse doesn't fly, anymore. If your team is suggesting it, be open to learning more and investigating,.

**177. Remember, laughter is better than constant and complete silence.**

Spontaneity and silliness are the marks of a very healthy environment. Promote that! Send jokes daily, be the example of silliness, forward fun animal videos. Allow for laughter and engagement—this is what creates a loyal team.

**178. Get rid of cubicles.**

Free working is inviting and inspiring. It allows for freedom and promotes a less stringent environment.

**179. Have theme days (e.g., "Wear Pajamas to Work Day" or Prom Night).**

See SILLINESS above. They'll love it, I swear.

**180. Maintain a fully stocked kitchen area.**

Fooooooood. Find out what people's favorites are and bring in items for people with dietary needs and preferences. Build this into your budget—it makes a difference. Really.

**181. Build a game room.**

This may be a set of empty cubicles, a rarely used huddle room, or an office that isn't being used. Fill it with every fun, kid-themed toy/puzzle/koosh

ball/Rubiks Cube/hand-held game that you can find. Load the computer with old games like Ms. Pac Man, Asteroids, and Frogger. Tap into the kid in all of us. Put a big fishbowl in there and fill it with nostalgic candy. Then tell everyone that the room belongs to them and they can escape to that space when the stress levels get too high. This is one of my very favorite additions to any office,

**182. Create ways for staff members to earn additional paid time off (e.g., volunteering on a Saturday).**

Remember, we are creating a healthy environment and that starts with developing the Whole Employee. When they are fulfilled by contributing to bettering the community, they come in as stringer employees for you.

**183. Offer merit-based raises.**

Whatever else is motivating your employees, it's a pretty safe bet they come to work for a paycheck. If that paycheck gets bigger, and they feel they've genuinely earned the increase, they'll continue working harder. It's also a good demonstration that hard work is rewarded.

**184. Offer bonuses.**

You can hypothetically offer a bonus for anything, either as a standing reward for achieving a specific target or as a surprise for a job well done.

**185. Promote from within.**

Promotions function well as extrinsic motivators, since many people attribute success to climbing the corporate ladder, and work actively to challenge themselves with newer, more important positions. But those promotions won't mean anything if you keep hiring outside people to fill those leadership roles.

**186. Set rewards for team-based goals.**

Remember, extrinsic motivation doesn't have to be monetary, nor does it have to be physical. Sometimes, just having a goal to work for, set by another

person, is extrinsic motivation enough. Consider setting team-based goals to encourage more collaboration within your team, and if you can, establish some kind of reward for achieving them.

**187. Set rewards for individual-based goals.**

You should also have something in place to recognize and reward employees for staying busy and/or improving themselves. Set goals for your team members one-on-one, either to challenge them to reach new heights or to help them compensate for an existing weakness.

**188. Throw a party.**

You don't always need a reason to throw a party, though it does help if you've recently reached a company milestone. As long as you have some kind of performance-based motivation for throwing the party, it will give employees something to work for.

**189. Distribute awards.**

While you're at that party, or maybe at the end of the year, consider distributing awards. These can be as numerous as you want, and as serious or goofy as you want. You can tie them to a monetary prize, or just offer trophies, plaques, and certificates. For example, you might have an "employee of the year" prize with a \$1,000 bonus to incentivize your team to work harder throughout the year.

**190. Host a competition (with prizes).**

Competition is a mixed bag, so you'll want to be careful here, but if you run a competition with prizes, it can strongly motivate your employees. For example, you might have a contest to see who can close the most sales or resolve the most support tickets in a given period.

**191. Give regular evaluations.**

In school, grades are a form of extrinsic motivation. Most of the time, you're not studying because you love the material; you're studying because you want an "A." If your company doesn't do regular reviews you can introduce a similar extrinsic motivator in the form of annual reviews (or similar evaluations). Rate your employees on a scale of 1-10 on each of several categories of performance, and give them a final rating at the end of the evaluation.

**192. Offer a stake in the company.**

This isn't an option available to every business owner or team leader, but it can be a powerful one, especially for small businesses: give employees a formal stake in the company. If employees can make extra money when the company does well, they'll be more inclined to put in the extra hours or extra effort to reach a milestone that's important for the company.

**193. Break down multiple milestones and sub-goals.**

Big-picture goals and milestones are extremely valuable, but extrinsic motivation performs best when it follows a cycle of recognition and completion; in other words, big goals don't always work well because it takes so long to achieve them. Instead, try to break those big milestones down into more digestible tasks, sub-projects, and achievements.

**194. Give employees more autonomy.**

Autonomy is akin to independence; it includes the ability to make decisions, choose projects to take on, and execute ground-level tasks without someone micromanaging you. Research shows that autonomy is one of the most important factors in employee satisfaction, and it gives employees a stake in the work they're performing.

**195. Give employees more options.**

You can similarly foster higher intrinsic motivation by giving employees more flexibility. That can apply in various areas of work; for example, you could allow employees to work whichever shifts they prefer, or allow them to take unlimited (but not always paid) vacation time. This sounds crazy, but it is being done by leading global brands. You could also give them more options for how to execute their tasks.

**196. Offer opportunities for personal growth.**

Your employees are always looking to improve, whether that means increasing their personal productivity, learning new subjects, or mastering new skills. Offering these opportunities is a win-win; employees have the chance to increase their value and feel good doing it, and managers end up with more knowledgeable workers.

**197. Help employees set their own goals.**

When set externally, goals are an extrinsic motivator, but if employees set their own goals, they can be an intrinsic motivator. During annual reviews, or

in the course of everyday conversation, ask your employees about what they'd like to be achieving. If they have an idea for a personal goal, follow up with them to help them achieve it.

**198. Recognize and adapt to individual values.**

Intrinsic motivation is difficult to improve because it's subjective. Every individual on your team is going to have different values, different goals, and different philosophies dictating their work style. The only way to address this is to learn what those values, goals, and philosophies are, and work them into your goal-setting and team motivation ideas.

**199. Provide diverse sources of inspiration.**

Small things can have a surprising effect on employee motivation and inspiration, but different people will respond differently to those sources. You can motivate a greater portion of your team by providing many diverse sources of motivation.

**200. Foster a supportive environment.**

Unsurprisingly, employees are much more motivated to come to work and work hard when they're in a positive, supportive environment, so do your best to foster one; address and proactively nix instances of profound negativity, and reward employees who frequently praise each other, express gratitude, and generally work to support the entire team.

**201. Make the job and workspace more interesting.**

Is your workplace "interesting?" Or does it look like every other office in the world? There may be some employees out there who honestly prefer gray cubicle walls and mild fluorescent lighting, but most of us feel more comfortable and more inspired to go somewhere that naturally interests us.

**202. Provide novelty and regular changes.**

It's hard to be inspired by a work environment that's always the same. You can make the job more interesting by changing things up from time to time; that could mean offering a different meeting structure, hosting occasional teambuilding activities in lieu of normal work, or even changing the physical arrangement of the furniture.

**203. Offer time for self-reflection.**

It's easy to get lost in a task while forgetting its true purpose, or spend more time focused on making it to 5 pm than on feeling good with your ongoing work. Providing employees with more time for self-reflection can help them slow down, focus on their deliberate actions, and ultimately find more pleasure and fulfillment in their work.

**204. Allow time for semi-personal projects.**

Google famously allowed its employees to dedicate a fraction of their work hours to "personal projects" they genuinely wanted to work on, both as a way to improve intrinsic motivation and to drive more innovation. It worked out; some of Google's best products, including Gmail, emerged this way.

**Here are some quickies to consider:**

**205.** Don't send out group emails after hours.

**206.** Bring in a masseuse to walk around the office on a Friday.

**207.** Take your team to a paintbar.

**208.** Bump your employees' job titles when they've earned it.

**209.** Treat every member of your team the same way.

**210.** Provide ample training opportunities for new procedures, policies, and technologies.

**211.** Give your employees company-issued new smartphones and laptops.

**212.** Host an in-office cocktail/mocktail hour on Friday afternoons.

**213.** Provide as much job security as you possibly can.

**214.** Let your employees take breaks whenever they want, so long as they're not missing meetings or appointments.

**215.** Exude integrity in all that you do.

**216.** Check in with your employees regularly to see what, if anything, can be improved.

**217.** Offer constructive feedback in a timely manner.

**218.** Allow employees to play music in their workspaces.



219. Give your employees who want to travel opportunities to travel.
220. Hire the right people; the thing employees love most about their jobs is their coworkers.
221. Always try to have fun.
222. Help your employees find meaning in their work.
223. Be a cheerleader.
224. Create your own company-specific awards.
225. Let your employees use all of their skills; don't keep them confined to one department or role.
226. Give out cool company swag that employees will actually use.
227. Put a bottle of wine or sparkling cider on the desk of each new hire.
228. Invest in comfortable office furniture.
229. Don't give your employees a hard time about going to the doctor or picking up their kids.
230. Hire people who know how to have fun.
231. Keep the amount of meetings you hold to a minimum.
232. Send your employees home early when they've finished their work.
233. Be spontaneous and authentic. They want to know the REAL you.
244. Create an office mascot.
245. Ask your employees what supplies they want.
246. Implement a four-day workweek. It takes work, but it can be done.
247. Let your employees stand up at their desks if they want to.
248. Give the top-performing employee a choice parking spot.
249. Be friendly and accessible all the time.
250. Reimburse your employees' public transportation costs (good for the environment and employees' wallets).
251. Set your employees up on blind lunch dates (picking say, four workers at random to go out to a company-treated lunch).

**252.** Form a company band with musician employees and write a theme song.

**253.** Hang bright/fun/unique artwork up on the walls of your office.

**254.** Take the blame when things don't turn out great.

**255.** Commit to improving employee engagement on a daily basis.

### **256. How To Motivate Remotely**

- Increased communication
- Flexible hours of communication
- Amplify appreciation & shout outs
- Provide more positive feedback
- Say thank you more often
- Give your employees more reasons and explanations: mission equals motivation
- Set working parameters for them to protect from burnout
- Survey the team to gauge morale (google forms)
- Manage your own tendency to micromanage
- Carve out dedicated time to chats and check-ins.
- Give surprising rewards (coffee mugs, coffee goodies, a box of healthy or unhealthy munchies, Edible arrangements)
- End your virtual meetings 5-10 minutes early and tell people to relax before returning to work. (enjoy some food, drink, play a game of solitaire, enjoy 5-10 minutes of sunshine)

### **257. Experiential Events & Meeting Ideas**

- Arts & crafts
- A social hour with a theme (trivia night, costume themes, cooking competition, arts and crafts)
- Virtual museum tours
- Mixology competition
- Online games (card games, board games, puzzles, etc.)
- DIY project
- Scavenger hunt
- Competitions
- The most random thing you have in your house
- Most ridiculous outfits (Tiger King, handmade, etc.)
- Dress like a favorite TV or movie character
- Cooking/baking/eating
- Talent show
- Trivia
- Pet social hour where all pets can Zoom with each other and their owners

**258. Weekly Team Lunches** (Use the following topics or questions to lead the conversation)

- Travel
- Food
- Inspiration
- One new thing you've learned this week
- Plant/gardening tips
- Superpowers
- Best movies of all time
- A skill you wish you had/want to learn
- “Never have I ever...”

**259. Spice up your monthly meetings with a Monthly Show and Tell**

- Interests
- Hobbies
- Talents
- Passions

**260. Add Quarterly Ask Me Anything (AMA) to your team meeting**

- Have a top tier manager or another leader participate and be the focus of the AMA

**261. End of the month Well-Being Group Check In**

- create a 30 minute check in for everyone to bond/vent/decompress/dump, without judgment or retribution. People need to be heard and supported and often they just need to be able to talk about it.

**262. Ideas for a Monthly Birthday Celebration to catch all the birthdays**

- Small gifts delivered
- Cards
- Video from team
- Flowers delivered to the doorstep from someone's garden in a mason jar with a bow

## 52 Ways to make the office more fun

1. Build a Wall of Fame
2. Get Some Toys (koosh balls, pez dispensers, hula hoops, a sand tray, wooden blocks, origami paper)
3. Set Up a Game Room in the office
4. Start a “Fun Committee”
5. Put out a Daily Riddle
6. Have a marshmallow fight (variation: every time someone says Hump Day on Wednesdays, they should get pummeled)
7. Create art together
8. Hire an expert to come in and lead a Laughter Yoga class in one of your Zoom meetings
9. Compliment someone, every day
10. Give out little gifts (soda, chips, candy)
11. Friendly competitions
12. Create a Fun at Work Day - only fun allowed, no work
13. Decorate your workspace to fit your personal style
14. Pranks, jokes, games, raffles, and goofiness
15. Teammate Trivia
16. White Elephant auction (just because)
17. Create special interest groups around hobbies— and join one!
18. Have more Happy Hour meet ups, even if online
19. Give more standing ovations and high fives
20. Host an Open House monthly, between departments (food=fun and camaraderie)

21. Have a meeting outside
22. Build a house for Habitat for Humanity
23. Run a 5k together
24. Volunteer monthly
25. Let the team members choose their "Subtitle" (Queen Bee of All Things Social, Chief Fun Officer, Director of Creative Celebrations)
26. Have dress up/theme days beyond "Casual"
27. Wash an employee's car by hand
28. Have a mid-week yummy treat on Wednesdays
29. Set up an on-site dry cleaner pick up/drop off
30. Give a lotto ticket to each teammate
31. Office chair relay race
32. Have a Root Beer Pong competition
33. Create a Pun-a-thon
34. Look up the monthly holidays and celebrate the weirdest ones you can find... National Noodle Month, anybody? Why not have a noodle potluck?
35. Do an Extreme Office Makeover
36. Have a movie night, in person or using a live watch social platform
37. Go to an open mic night
38. Catch a professional sports event
39. Create a scavenger hunt around the office
40. Have a dance break as often as possible
41. Set up a table with a puzzle on it and let people solve it
42. Create a coloring book station
43. Go on field trips
44. Create a daily ritual that everyone looks forward to

45. Give out silly awards (Best hair, Greatest attitude, Super Man/Wonder Woman)
46. Turn up the tunes
47. Do a mannequin challenge (or whatever is trending) video
48. Keep a Candy Stash Drawer stocked
49. Bring a karaoke machine in and stage your own American Idol
50. Start a Fun Parade/ Conga Line at 5:00 on a Friday and get people out of the office in style
51. Create a daily office meme
52. Start the day with interviews like “The Office” to create a little quirkiness and fun

If you are interested in more ideas to boost engagement, please reach out to me at [jenbuckspeaks@gmail.com](mailto:jenbuckspeaks@gmail.com)

