

35 ways to keep
you and your team
productive and
motivated in the
#newnorm

CAPITALISE

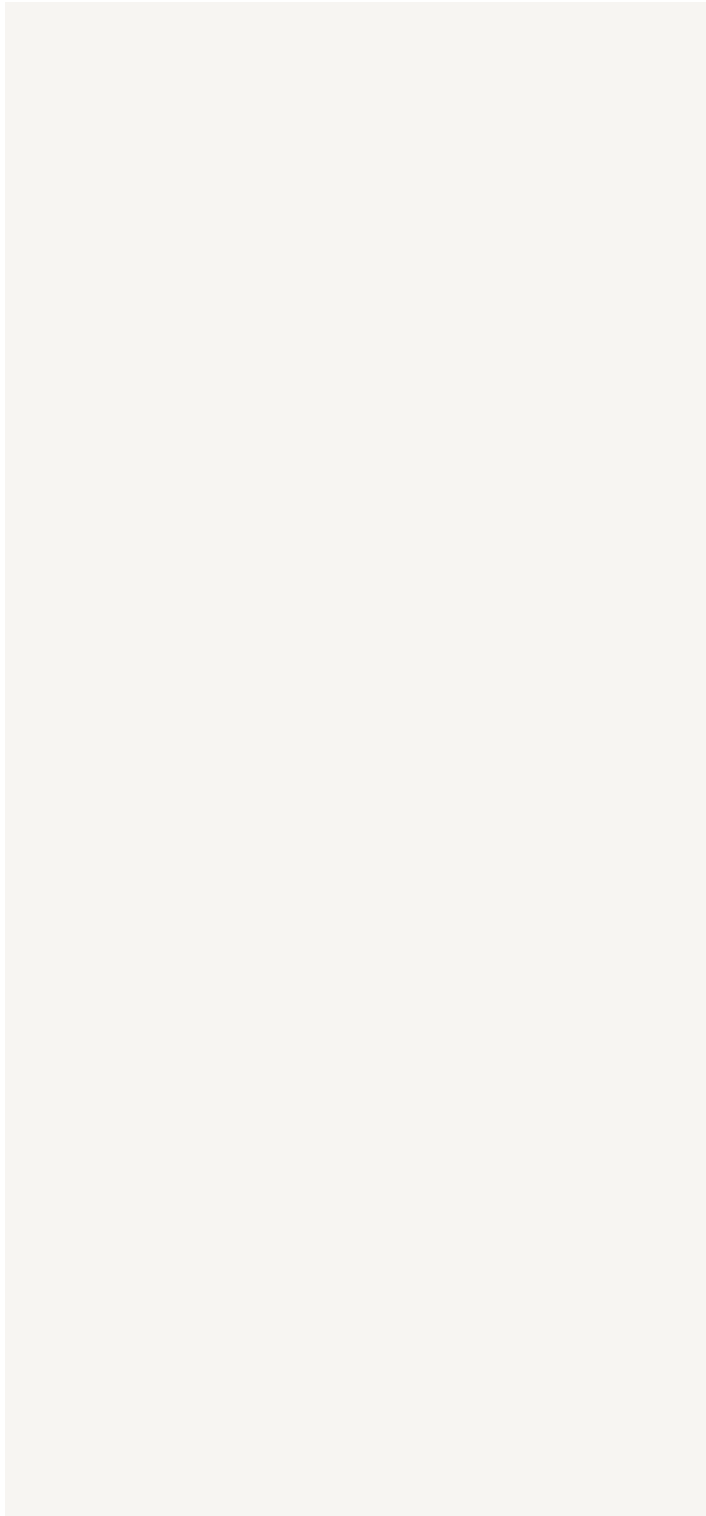
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YOU!

- 1. Do a 10 minute visioning exercise and jot down the leader you want to be known for during this tough time. This best-self list will help you stay anchored.**
- 2. At the end of each week, ponder how you've played out your best-self positively and what you could have done better.**
- 3. Think of when you usually have an energy dip in the day, and fill it with an energy-boosting 30 minutes ie. a TedTalk, Exercise, a Podcast, Meditation etc**
- 4. Consciously think through the type of team culture you want to create and then purposefully go about creating it.**
- 5. Don't work crazy hours consistently – you won't be productive and in the end it will backfire.**
- 6. Accept the things you can't change and move on.**
- 7. You may be the boss but don't be afraid to ask for help and find a mentor and/or exec coach who has your back and can support you.**
- 8. Give yourself a pat on the back at the end of each day when you nail your 'to do' list!**

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9. Reflect on what you've achieved at the back end of the week, acknowledge what you've achieved and give yourself a reward!

YOUR TEAM

10. Check-in/check-out with your team at the start and end of each week – start the meetings on a positive note and recognise the good stuff accomplished when you check-out!

11. Spontaneous, in the moment thank you's go a long way – don't forget this.

12. Co-create a short-to-medium term team vision in response to this new world we're navigating to motivate and focus the team.

13. Work with each of them to bring meaning to that vision relating to their particular role.

14. Co-create with the team some quick wins relating to this vision for everyone to go after.

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15. Kick start your weekly team Zoom meetings with energisers, and ask each team member to lead on this and see how creative they can all get! You kick off with a really creative one (here's a totally whacky one you could try -

<https://www.cronkshawfoldfarm.co.uk/goatsonzoom!>)

16. Have a Friday Zoom lunch and ban the topic of work – perhaps challenge someone each week to come up with a topic to discuss.

17. Suggest everyone starts a 'Good Book' and jots down any 'thank you' messages or great work accomplished – it's a great book to refer to when times are tough.

18. Have a Good Deeds Friday in your calendar to send emails to colleagues who have helped the team and company perform well.

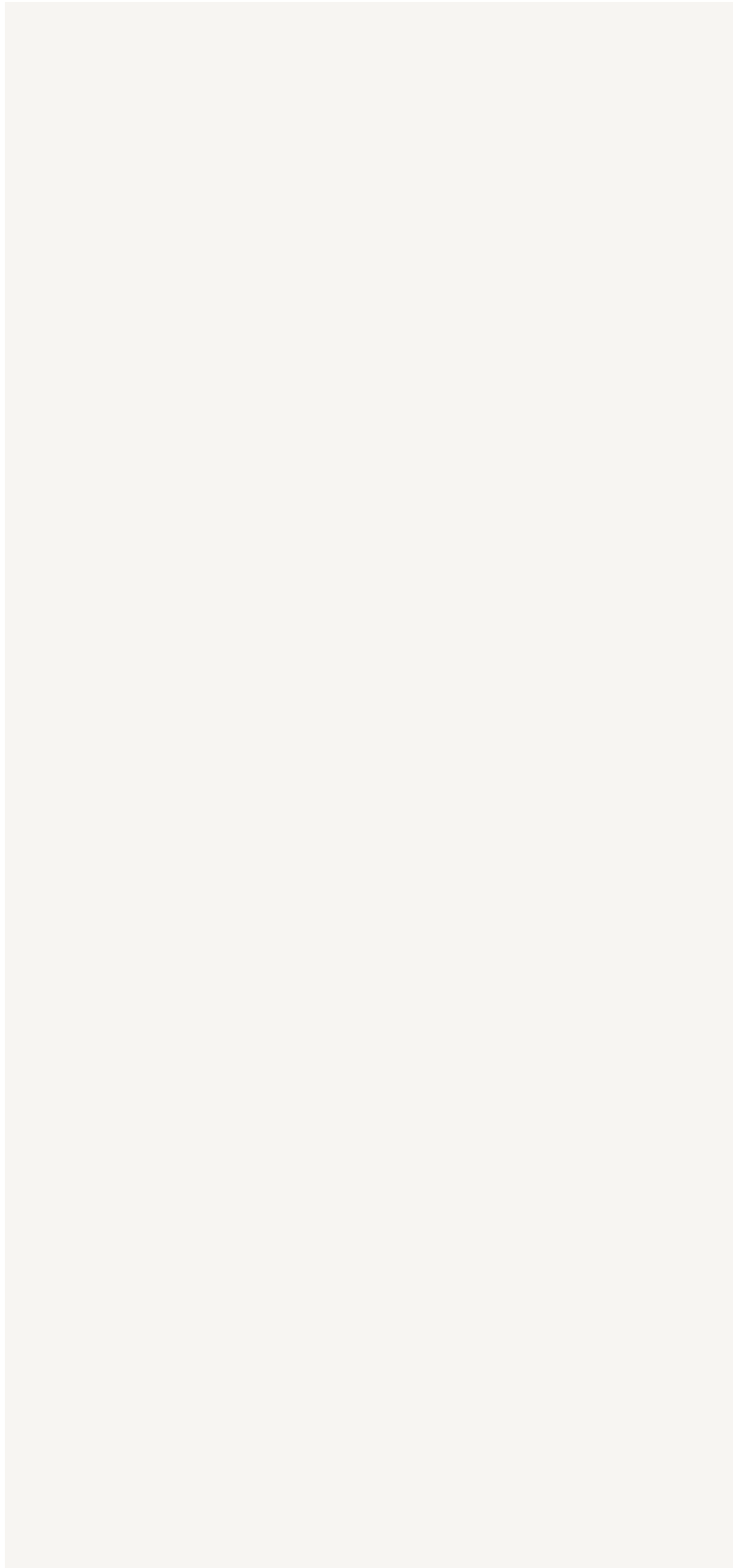
19. Brainstorm with the team as many things they can think of that keeps them motivated and upbeat.

20. Ask the team to find a daily/weekly planner that they love and ask them to share and say why they love it so much.

21. Set a clear, inspiring direction of travel and enable them to go after it but say you're here to support if they need it – it's a very empowering approach.

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22. Make sure you chunk down the big goals when times are particularly tough, to avoid your team feeling overwhelmed and stressed.

23. Celebrate team wins and accomplishments – it's a big deal particularly in these times.

24. When a team member asks for your help, be there.

25. Listen for any themes that are popping out and think of ways of supporting as a collective.

26. Do a brainstorm with your team about best ways to energise themselves when they face energy dips in their day.

27. Work with each of them to bring meaning to that vision relating to their particular role.

28. Lead by example and take time off to recharge, reset and renew your own self. Encourage your team members to do the same.

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29. Show you care and get to know your staff members so you can relate to them on a personal level.

30. If you have to say no, do it tactfully. It's all in the positioning and being sensitive and giving the reason behind the decision, will make it easier for the team/team member to swallow.

31. Be stingy with meetings – there's a lot of meeting fatigue. Question before you put the meeting in the diary, is it really needed?

32. Spot any signs of burn-out in others and think of ways to support them and manage their work/life balance.

33. Have 'Words of Wisdom Wednesdays' and take it in turns to come up with a golden nugget each week for people to ponder.

34. Learn from those who are leaving the company – reflect on what the reasons are and think about things you may do differently.

35. Encourage yourself and your team members to have a reflection Friday to consider the good stuff and what could have been done better – growing and achieving together is motivating!

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BEST WAYS TO USE THIS GUIDE

- Spot the ideas that resonate with you and you think will help you and your team the most.
- Write them out in the notes section and think about a) how easy is this idea to implement? b) what impact it will have on you and the team?
- Then identify which ideas to put into play to help you and your team members stay productive and motivated.
- Put times in your diary at the beginning of each week, to make sure you make them happen.



MORE WAYS YOU CAN INSPIRE AND MOTIVATE YOUR TEAM

THE PURPOSE, VISION AND VALUES TEAM WORKSHOP

As a leader, are you thinking of ways to motivate your team, create more cohesion and inspire collective action? If so this workshop could be for you! To find out more, go to:

capitalisepformance.com/purposefulteamworkshop.

#NEWNORM: LEADING THROUGH CHANGE AND UNCERTAINTY

As a leader, are you finding it challenging to remain grounded, balanced, focused and motivated? Are you struggling to keep your team on track, upbeat and productive? Do you feel uncertain about how to emotionally support your team members? If any of these resonate with you, you may want to consider this 4-week, 4-module programme.

Find out more by going to:

capitalisepformance.com/leading-through-change-and-uncertainty-programme

To receive a monthly newsletter and gain access to the other Capitalise resources, sign up on the website