

HOLISTIC HEALTH &

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BUSINESS COACH

MOTIVATION ACTION PLAN

Once you've determined what motivates each employee, use this Motivation Action Plan template to plan how you will implement the motivational element. It does not have to be all at once or done right away, nor do you have to implement every element if they are motivated by multiple. The objective is to learn and then show your employees that you've heard them and you want to motivate them to be their best self. (make a copy for each employee)

Employee Name:	
Motivational Element	Plan of action:
<i>Example: more responsibility</i>	<i>I will assign Jane the responsibility of doing inventory once per month, starting on March 1st</i>
Pay raise	
More responsibility	
Getting praise in front of the team	
Getting praise privately	
Having a Developmental Plan	
Having more PTO (or time off)	
Getting bonuses or gifts	
Having a regularly scheduled meeting with my manager	
Avoidance of being corrected	
Other:	