



EMPLOYEE MOTIVATION WORKSHEET

Meet with each of your employees to ask them what motivates them to do their best work.

Use one table for each of your employees, and mark off each motivational element that applies.

Once you've determined what motivates each employee, use the 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 employee that you've heard them, and you want to motivate them to be their best self.

Name of employee:	Yes:
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:	

Name of employee:	Yes:
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:	

Name of employee:	Yes:
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:	

Name of employee:	Yes:
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:	

Name of employee:	Yes:
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:	