

Motivation Triggers Worksheet

Everyone is motivated by different things. Understanding what drives you - and those you lead - helps create engagement, focus, and satisfaction at work. This worksheet helps identify personal motivation triggers and how to align them with day-to-day responsibilities.

1. Purpose of This Tool

- ☐ Discover what truly motivates you or your team.
- ☐ Recognise how motivation affects performance and wellbeing.
- ☐ Identify when motivation is high or low and why.
- ☐ Use insights to design roles, goals, and rewards that energise people.
- ☐ Build a culture of motivation through understanding, not assumption.

Tip: Motivation is not about pushing harder - it is about connecting purpose to action.

2. Motivation Self-Assessment

Rate each statement from 1 (Strongly Disagree) to 5 (Strongly Agree).

Statement	Rating (1–5)
I enjoy learning new things and developing my skills.	
I am most engaged when I feel my work has real purpose.	
I am driven by achieving clear, measurable results.	
I value recognition and appreciation for my efforts.	
I prefer autonomy and control over how I work.	
I am motivated by collaboration and shared success.	
I thrive when I can help others succeed.	
I am energised by healthy competition or challenge.	
I like variety and dislike repetitive tasks.	
I am motivated by stability and predictability.	
☐ Identify your top three scoring statements - these are your primary motivation drivers.	

Tip: Motivation changes over time - review your triggers quarterly.

3. Motivation Categories

Category	Description	Typical Triggers	Example Behaviours
Achievement	Desire to meet or exceed goals	Targets, recognition, measurable results	Takes pride in performance and output
Growth	Learning and development	Training, feedback, stretch projects	Seeks improvement and challenge
Purpose	Contribution and meaning	Social impact, helping others	Looks for value in work outcomes
Autonomy	Independence and control	Freedom to make decisions	Prefers trust-based environments
Connection	Relationships and belonging	Team spirit, collaboration	Enjoys shared success and group work
Security	Stability and consistency	Predictability, job safety	Values clear structure and reassurance

☐ Identify which category or mix best represents your main motivators.

Tip: Motivation weakens when personal drivers are not met for long periods.

4. Motivation Mapping Table

Motivation Driver	Current Level (1–5)	What Increases It?	What Reduces It?	Improvement Action
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☐ Use this mapping table to explore how daily work aligns with your motivators.

Tip: The closer your role matches your drivers, the more naturally motivated you feel.

5. Peak Motivation Reflection

Question

Response

When was the last time I felt highly motivated at work?

What specific conditions or tasks created that feeling?

Who was involved, and what was the atmosphere like?

What made the work feel satisfying or rewarding?

☐ Look for patterns to understand what consistently energises you.

Tip: Replicating high-motivation conditions is often easier than forcing new ones.

6. Motivation Blockers

Blocker	Description	Impact (1–5)	Strategy to Overcome
Lack of recognition	Effort goes unnoticed or unrewarded		
Poor communication	Misunderstandings reduce engagement		
Low autonomy	Micromanagement or rigid structure		
Repetitive work	Boredom from lack of variety		
Unclear goals	Ambiguity reduces focus		

☐ Identify the top two motivation blockers and design specific countermeasures.

Tip: Removing demotivators is often more powerful than adding new incentives.

7. Team Motivation Insights

Team Member Top Motivation Driver Observed Behaviour Support Action

☐ Use this table in one-to-one meetings to tailor motivation strategies to each person.

Tip: What motivates one employee may discourage another - personalise your approach.

8. Manager Reflection Questions

- ☐ Which team members are currently highly motivated, and why?
- ☐ Who seems disengaged or demotivated, and what might be causing it?
- ☐ How well do team goals align with individual motivators?
- ☐ What can I adjust this month to better match work with motivation triggers?

Tip: Motivated teams feel trusted, valued, and challenged — not simply busy.

9. Motivation Boost Planner

Motivation Area	Action to Increase Motivation	Owner	Start Date	Review Date	Progress
Recognition					
Development					
Autonomy					
Connection					
Purpose					

☐ Choose one area to focus on each month and review regularly.

Tip: Motivation is built by small, consistent improvements - not one-time changes.

10. Personal Motivation Statement

Prompt

Response

What drives me to do my best work?

What drains my energy or motivation?

What environment helps me thrive?

What do I need from others to stay motivated?

☐ Revisit and update this statement quarterly. Share it with your manager or coach if helpful.

Tip: Knowing your own motivation style gives you control over engagement and performance.

How to Use This Worksheet

Use this worksheet individually or in one-to-one meetings to identify what drives engagement and satisfaction. Managers can also use it to understand and motivate team members more effectively. Combine it with the Recognition & Rewards Ideas Generator and Work-Life Balance Checklist to create a complete motivation and wellbeing toolkit.

Notes