

MotivAction Stop and Think

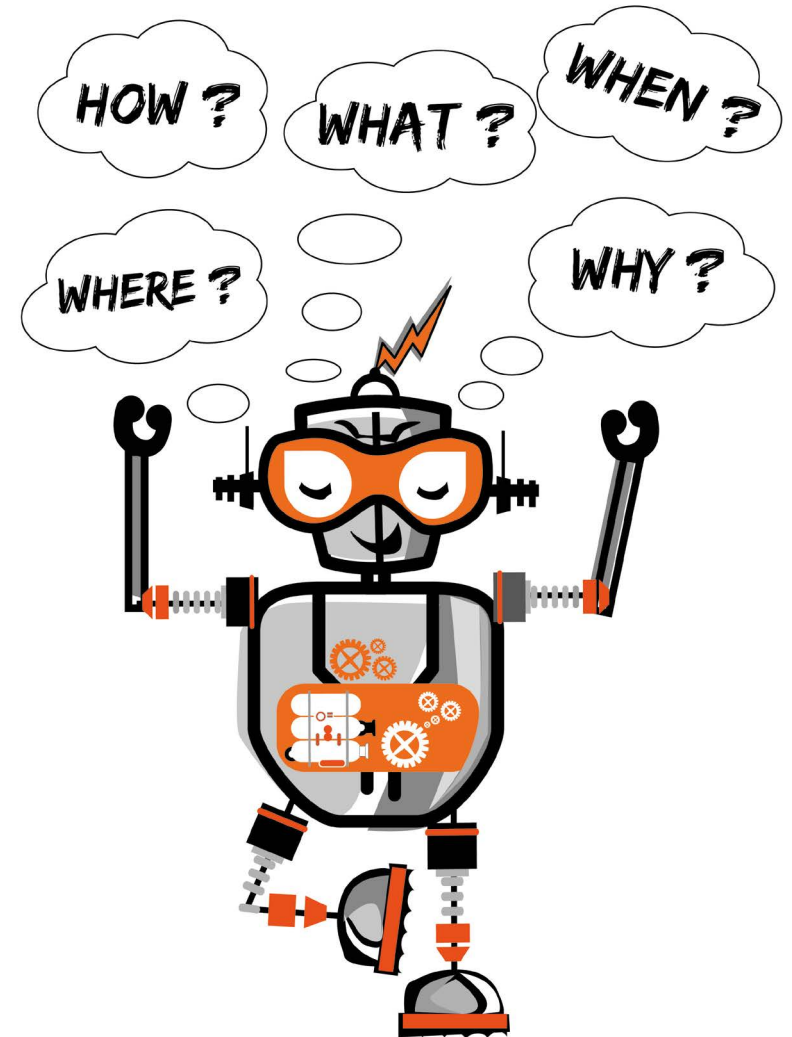
Mindfulness enables us to reflect, not only on the past, but also the present and future.

It allows us to take a step back from our busy, everyday lives and focus our minds elsewhere, if only for a very short amount of time. Practising mindfulness aids us in regulating our emotions, both positive and negative, and gives us a chance to break them apart. It points us towards our answers for how we are feeling, why we are feeling this way, and what are we are going to do about it (if anything).

Mindfulness relieves stress and anxiety. It does this by simply allowing us to move our thoughts to something unrelated and encouraging us to focus on guided thoughts and our breathing. Mindfulness, then, not only facilitates motivation. It actively enhances it and compels it to grow.

Motivating ourselves can be very hard, but by using mindfulness techniques that focus on ourselves, our achievements and the things we appreciate, can help to give us a renewed feeling of self-worth, and a sense that we can and will continue to achieve.

Ultimately, this is exactly where modern human motivation comes from.



Take a 'Green' Break

Show yourself that you can push your focus in the right direction.

Go and stand or sit in your garden, or even look out the window.

What can you see? Focus on each of these things one at a time. Think about what they need to grow and to survive. How do they benefit you?

What can you hear? Think about the different layers of noise, what is closest? What is furthest away?

If your mind begins to wander, take note of this, and push yourself to think about your surroundings once more.

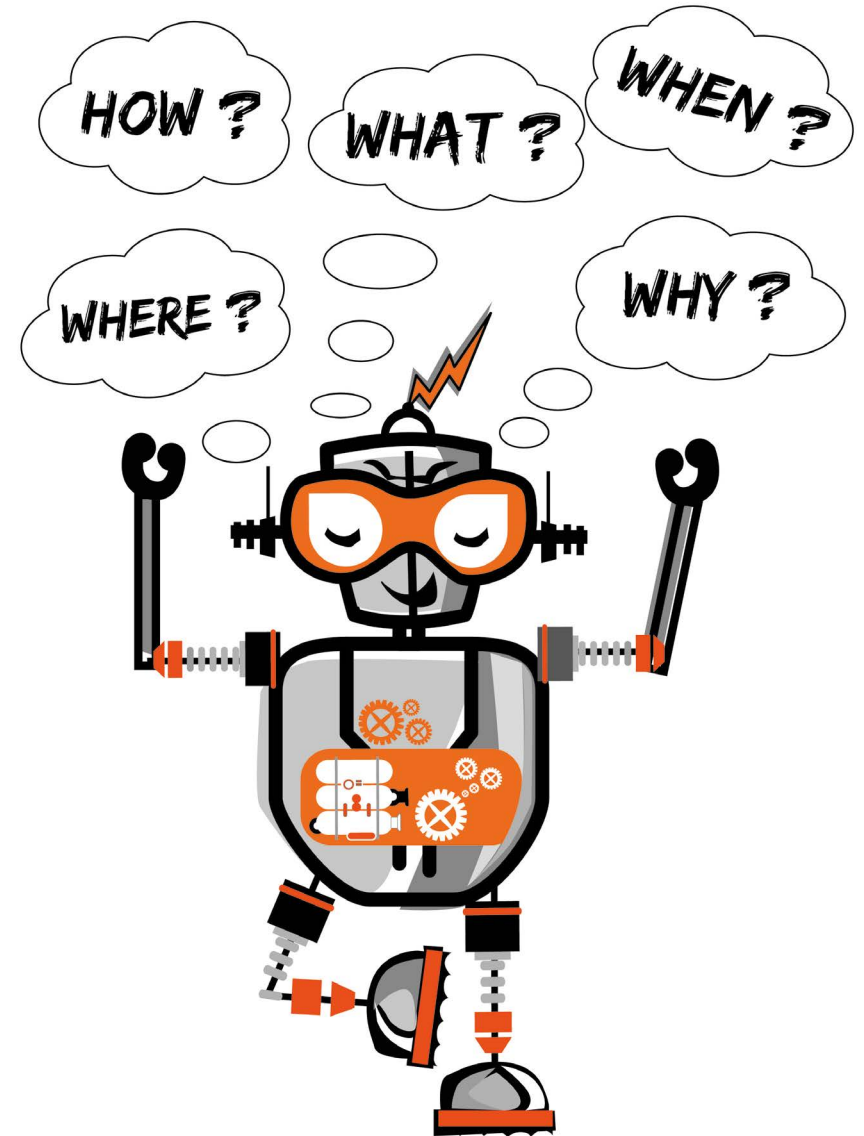
Now you have proved to yourself that you can make a conscious choice of what to focus on, so focusing on your work should be just as easy.

To Do Lists

Make a to do list for the day.

The visual representation helps to break up large goals into smaller manageable tasks, which you can work through one at a time.

Once you've completed a task cross it out, then you can see the progress you are making.



Bring Back Your Awareness

If you're feeling demotivated while you work and losing focus, try this exercise.

Make your hands into fists and squeeze, as if you're trying to squash something between your palm and your fingers.

Release your hands, bring your awareness to how they feel? How does each individual finger feel and each part of your palm?

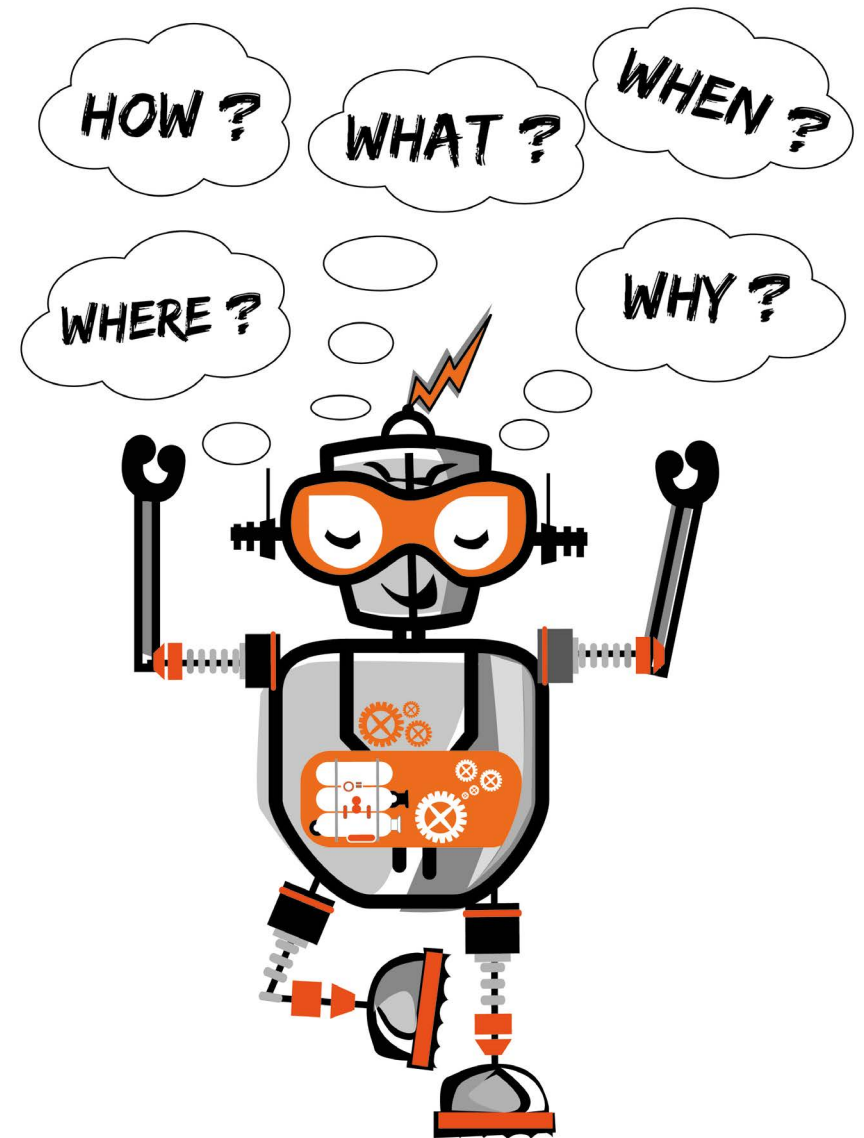
Now, revert that focus back to your work task, with a new sense of alertness to what you need to do.

Phones Are Not a Necessity

Do you find that you are often easily distracted by your phone, and find yourself aimlessly scrolling? Prove to yourself that you don't need it!

Start, perhaps in the evening once you have finished work, choose a film to watch. As you watch, have your phone by your side, but don't pick it up. Be phone free for the duration of the film. See, that wasn't so hard was it?

Now you know you can stay away from your phone for the length of a film, try setting yourself a time goal to stay away from your phone as you work. Start small and build the time up.



Something Small and Unrelated

If your feeling overwhelmed by a big task, take a moment away from it and focus your mind on something else.

Clean your desk, wash the pots or pay that bill you've been meaning to pay.

Before you know it, that's something else from your 'to do' list you've completed.

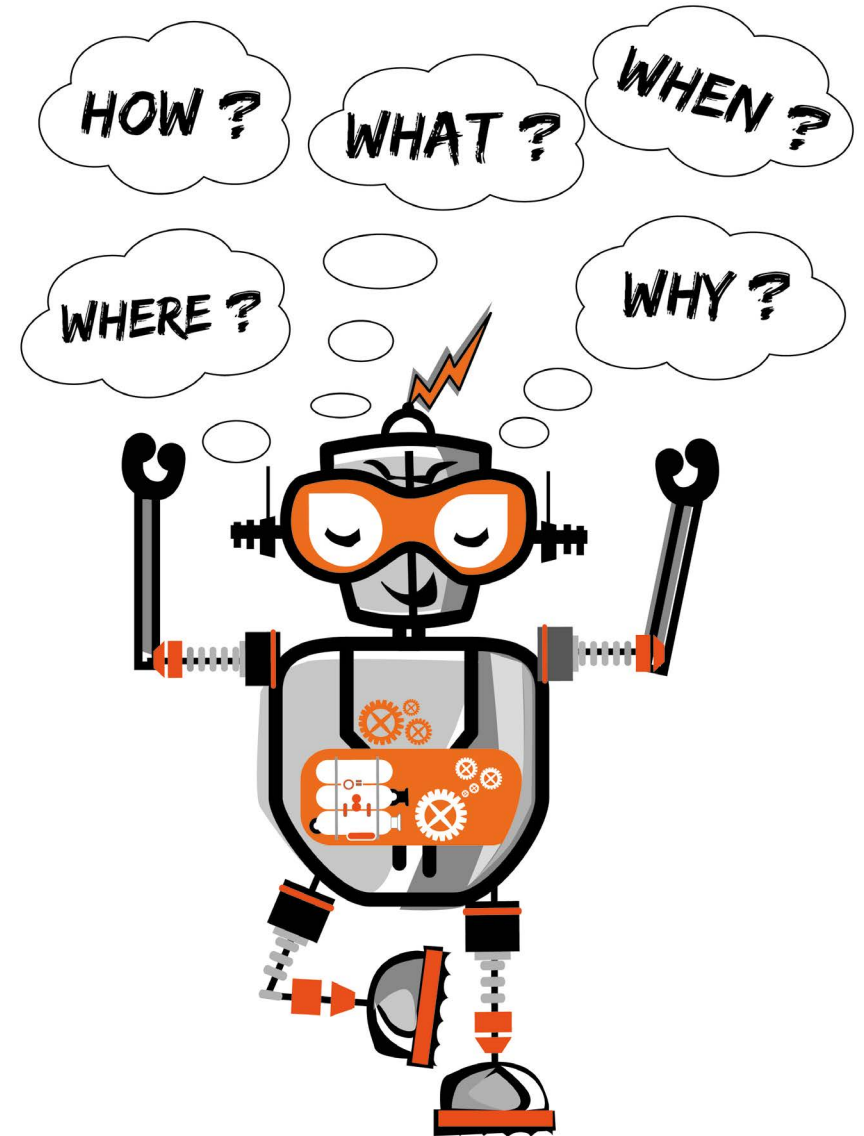
Come back to your big task with a fresh outlook and a feeling of achievement to motivate you.

Make Yourself a Deal

If you find yourself lacking motivation to complete a task, set yourself a goal.

This could be milestones throughout that task or the full completion of that task.

Make a deal with yourself, set a reward for when you reach those goals, whether it's; read a page of your book, take a walk, make a cup of tea. Give yourself a reason to complete that task.



Compare With Yourself

Comparing yourself with others can be demotivational.

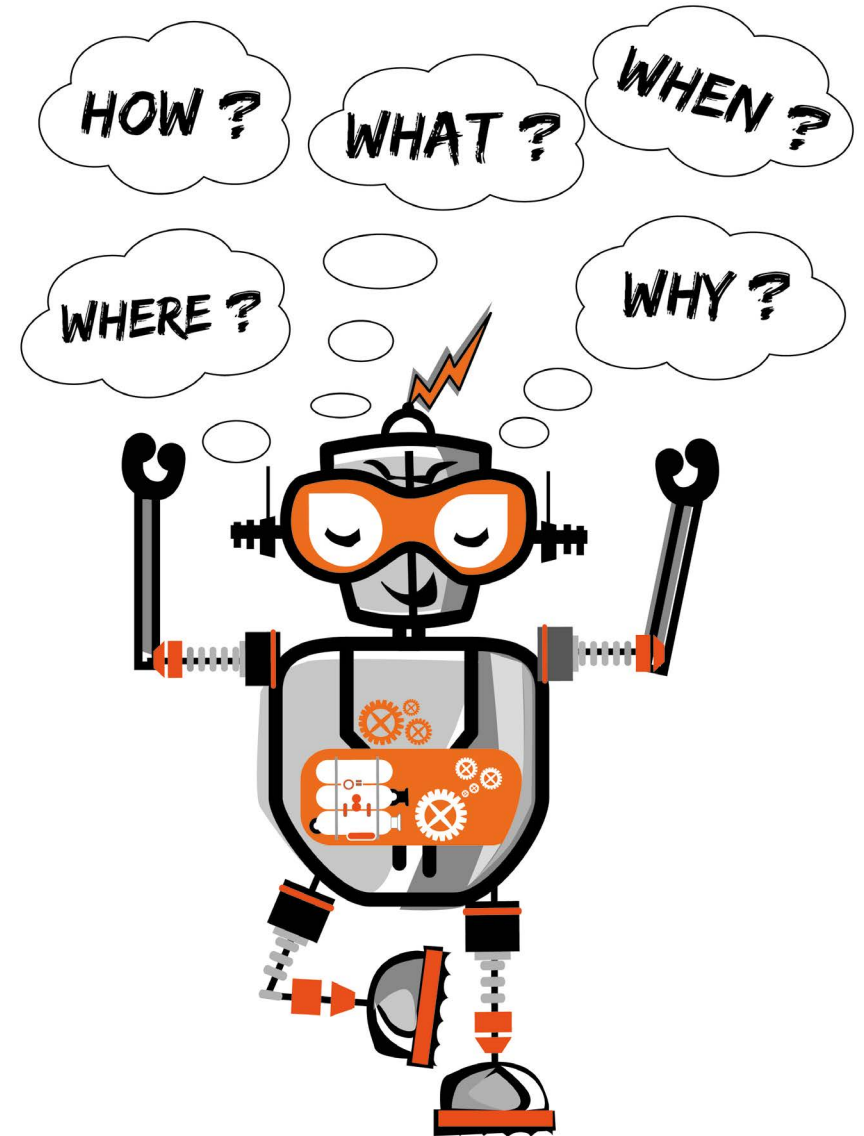
Therefore compare yourself with yourself.

Look at what you've done in the past, how far have you come since then, what have you improved in?

If something has been a great success in the past, use this as motivation, whatever you do next can be just as greater success!

Start With the Challenge

By starting with the biggest or most challenging task first, once you've completed it, anything else afterwards will breeze by and feel simple.



Explain Your Goals

First make a list of your goals, however big or small.

Write next to each goal why you would like to achieve it, and how you are going to achieve it.

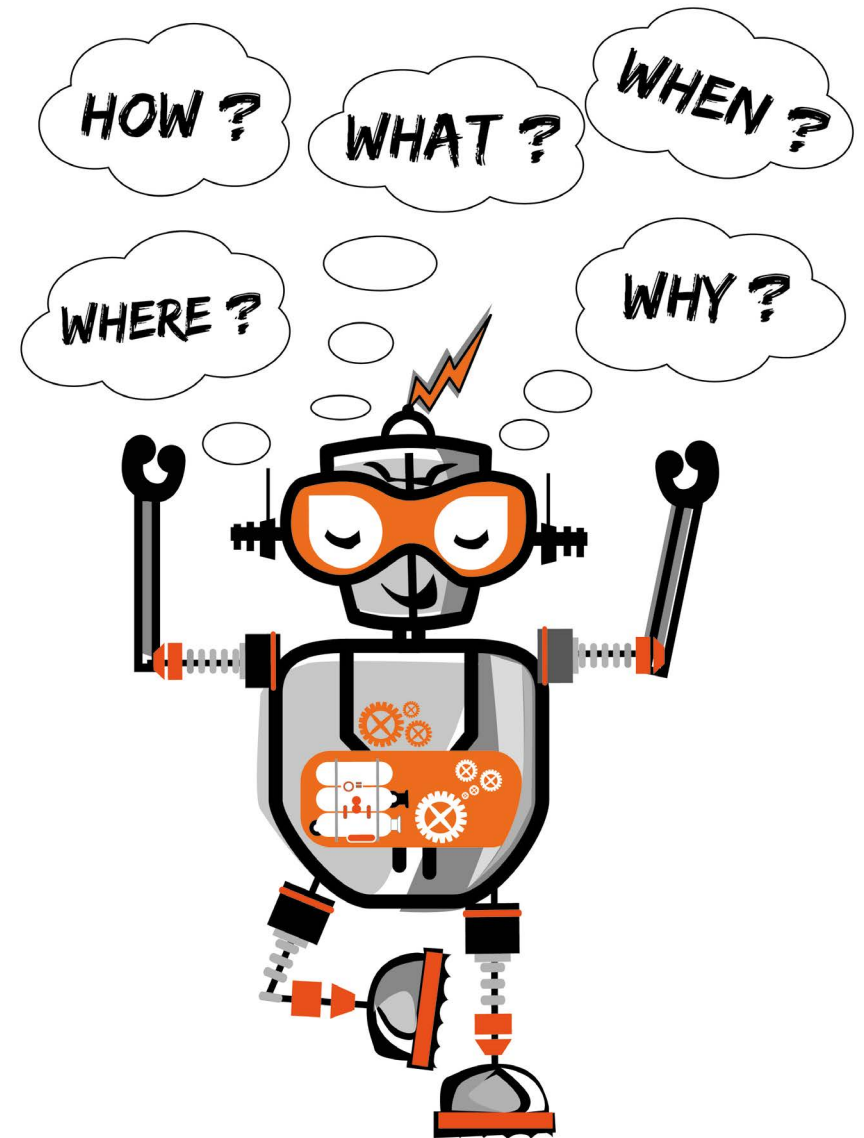
Stick them somewhere for you to see and read regularly.

Remember When...

Make a list of all the things that have been successful, or things you are proud in the last week, then think about the last month, and then even the last year.

These could be something small, such as finally clearing your desk, or something more significant, like completing a major project. How did you feel during those moments?

Encourage yourself to find that feeling again by creating success and pride in your current task.



Think Positive

Think back to the last few hours, the last day, maybe even the last week.

Think of all the things that made you smile, laugh and feel happy and positive.

Remember you will have many, many more moments like these.

Return to your work with your renewed feeling of positivity, and use it to motivate you, as once completed that can be another thing to feel proud of.

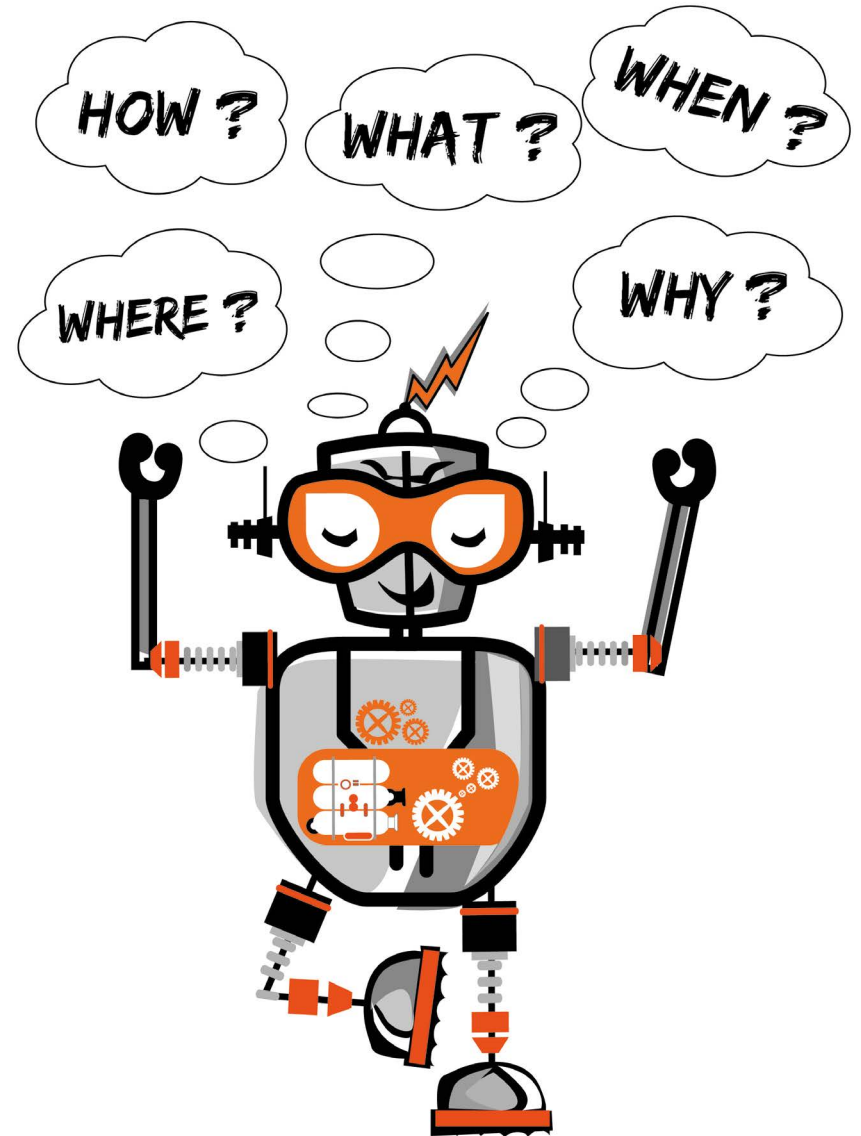
Think About 'Why'

If you find yourself lacking enthusiasm, think about why you are doing that task.

Why did you start it?

Why do you need to do it?

Where will you be in terms of progress once you have completed it?



Brainstorm

If you're not sure where to start with a task or a project, use a brainstorm.

Write down any ideas, big or small, that you have, even just your initial thoughts on things that relate to the task.

Now you have some ideas, perhaps prioritise some of them, or choose those that fit the task best.

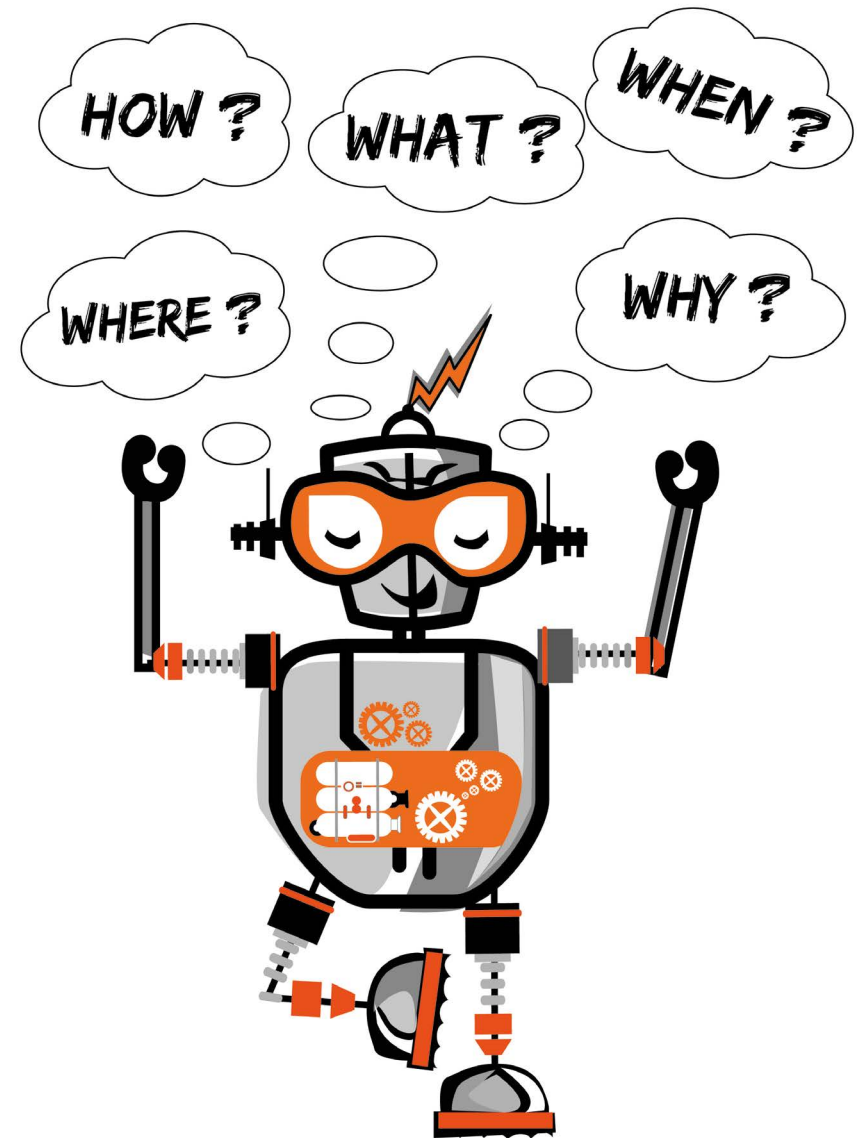
You have your starting point, now keep going!

Select Your Media

While the news channels may be important to check in on sometimes, it can sometimes demotivate you and leave you feeling deflated.

Instead, choose podcasts or information books and articles which focus on your areas of interest.

This will make you feel more positive as you've tailored what you hear to your own interests, in turn improving your motivation throughout the day.



Step Outside Your Comfort Zone

Sometimes it can be difficult to keep motivated with tasks that are within your comfort zone, because they feel repetitive.

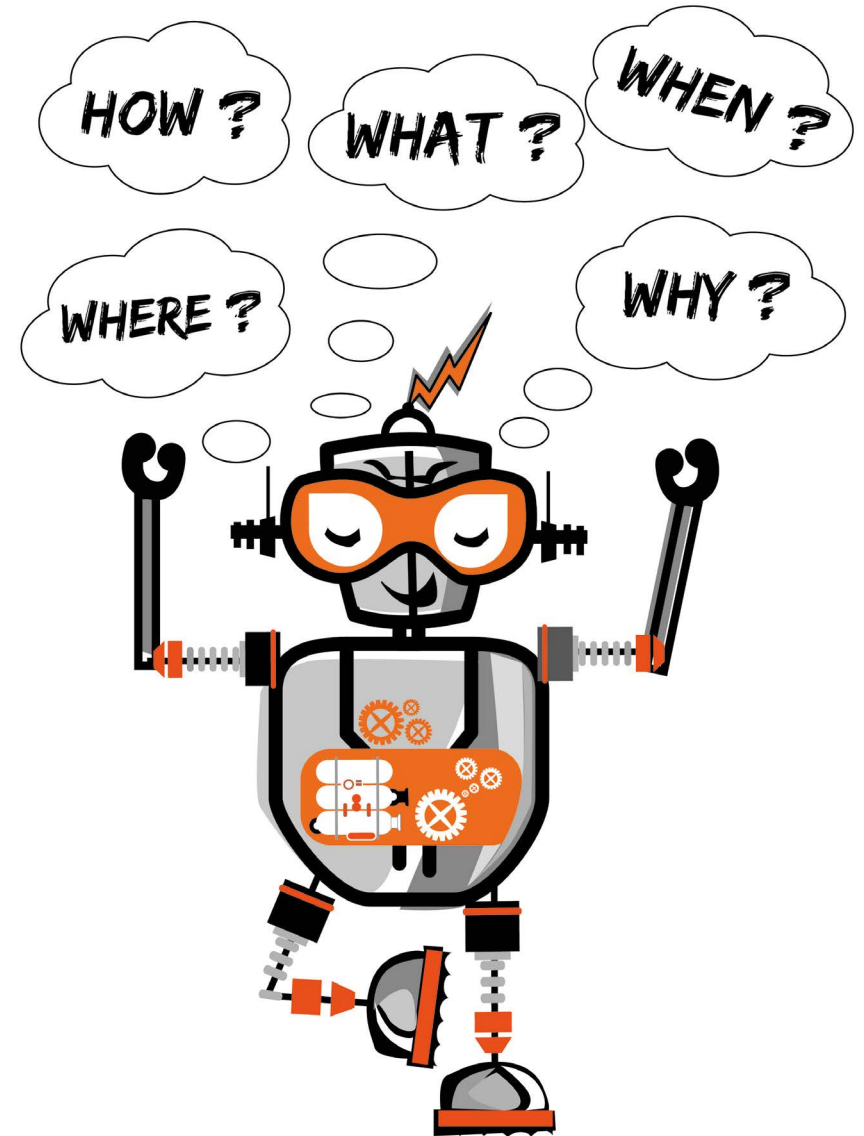
So challenge yourself.

Take on something you haven't done before, whether this is within, or outside of work. The excitement of the new opportunity will motivate you throughout the task.

Set yourself deadlines

If working under pressure helps to keep you motivated, set your self deadlines.

Try your best to stick to them, the more you push yourself to do this, the easier it will get.



Ask for Feedback

If you feel you've reached a standstill in motivation to continue a task, don't be afraid to ask for some feedback.

Someone's different perspective may help to open new ideas and new areas to focus on or look back on.

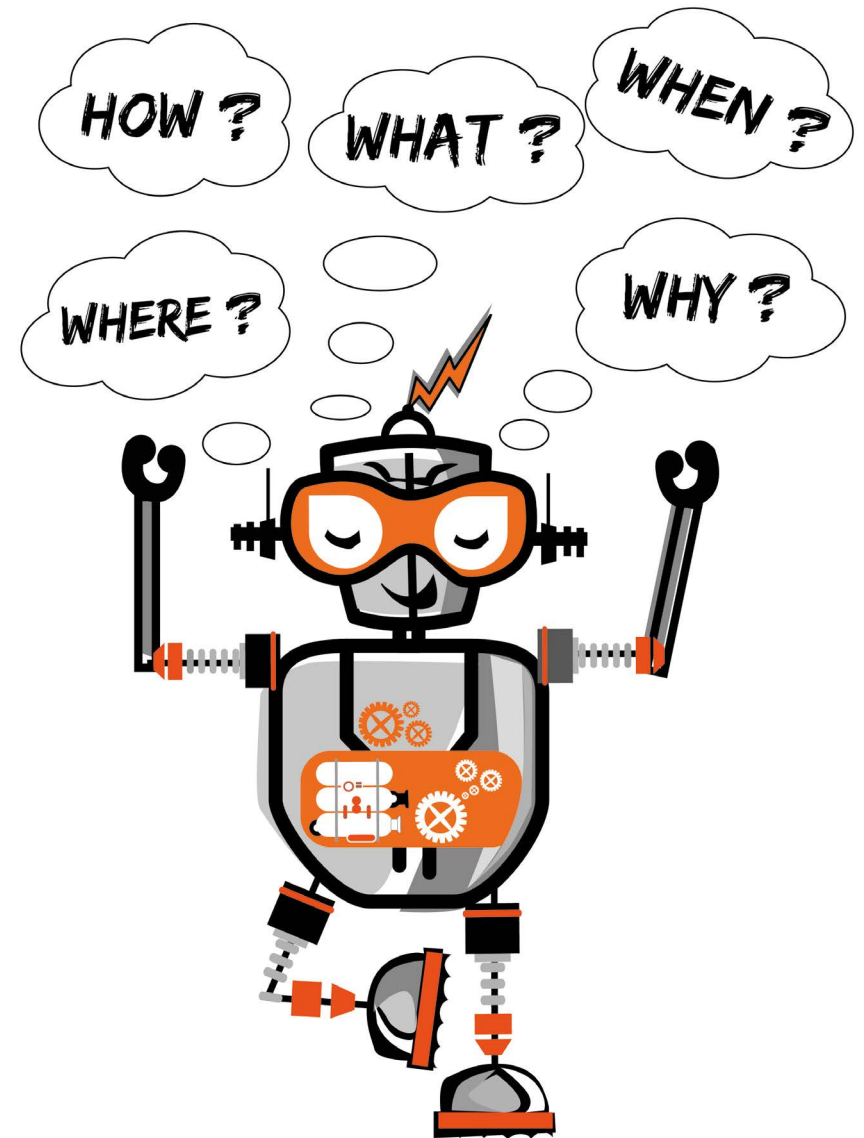
Find Some Quotes

Spend 5 minutes searching for some motivational quotes.

Choose a couple that you feel that you relate to, or that relate to your goals.

Write them down and stick them around your work area.

You could change them every now and then, as your feelings and goals change, keep them relevant to you.



Reflective Questions

What's one thing you did today that you're proud of?

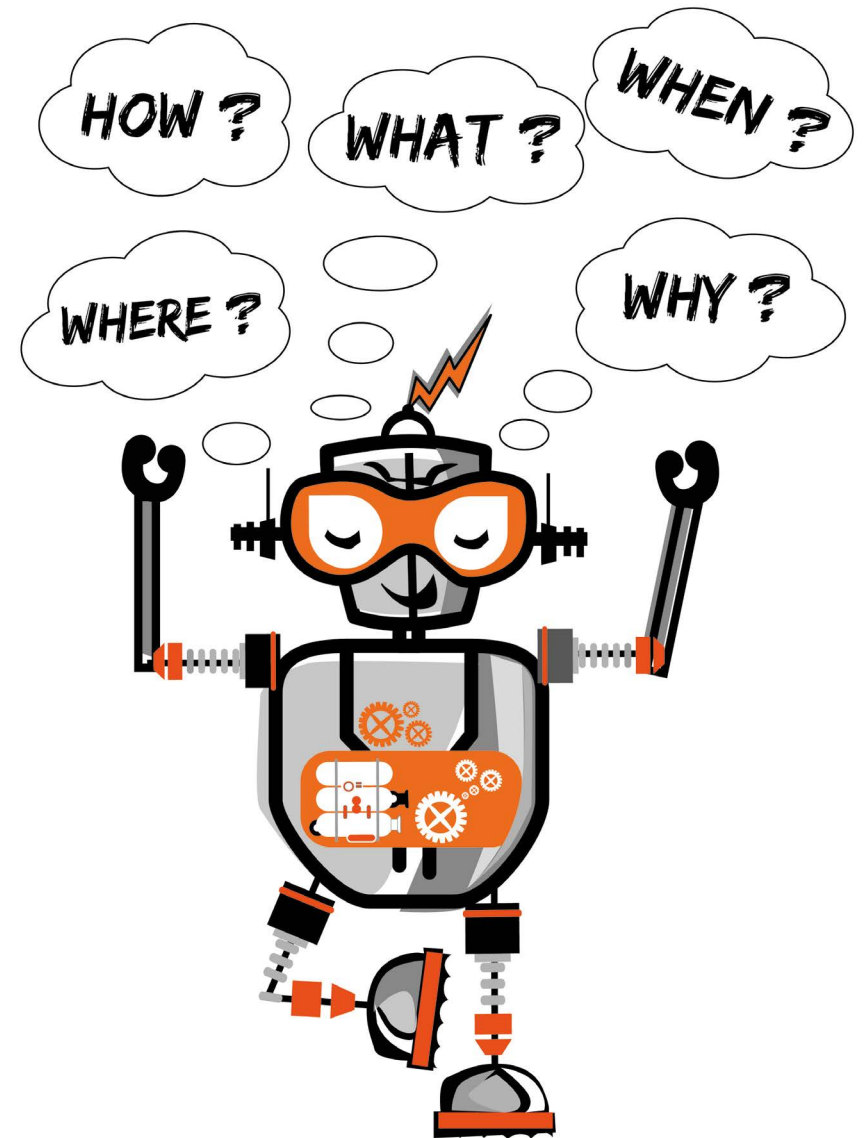
What's one thing you've done today that you see as an achievement? (this could be the smallest thing, such as; making your bed or eating a healthy breakfast).

What's one thing you're looking forward to tomorrow?

Use Your Voice

Sometimes, all the thoughts in your head get jumbled together and it can be difficult to pick apart what you need.

Say what you need to do out loud, and what this will achieve. This helps to set it apart from all your other thoughts and focus in on it.



Sensory Awareness

This exercise is perfect for if you've been working on the same thing for a long time and are beginning to lose focus.

Stop for a moment, take a look around. Focus on each of your senses, one at a time, what can you see, smell, hear, taste and touch?

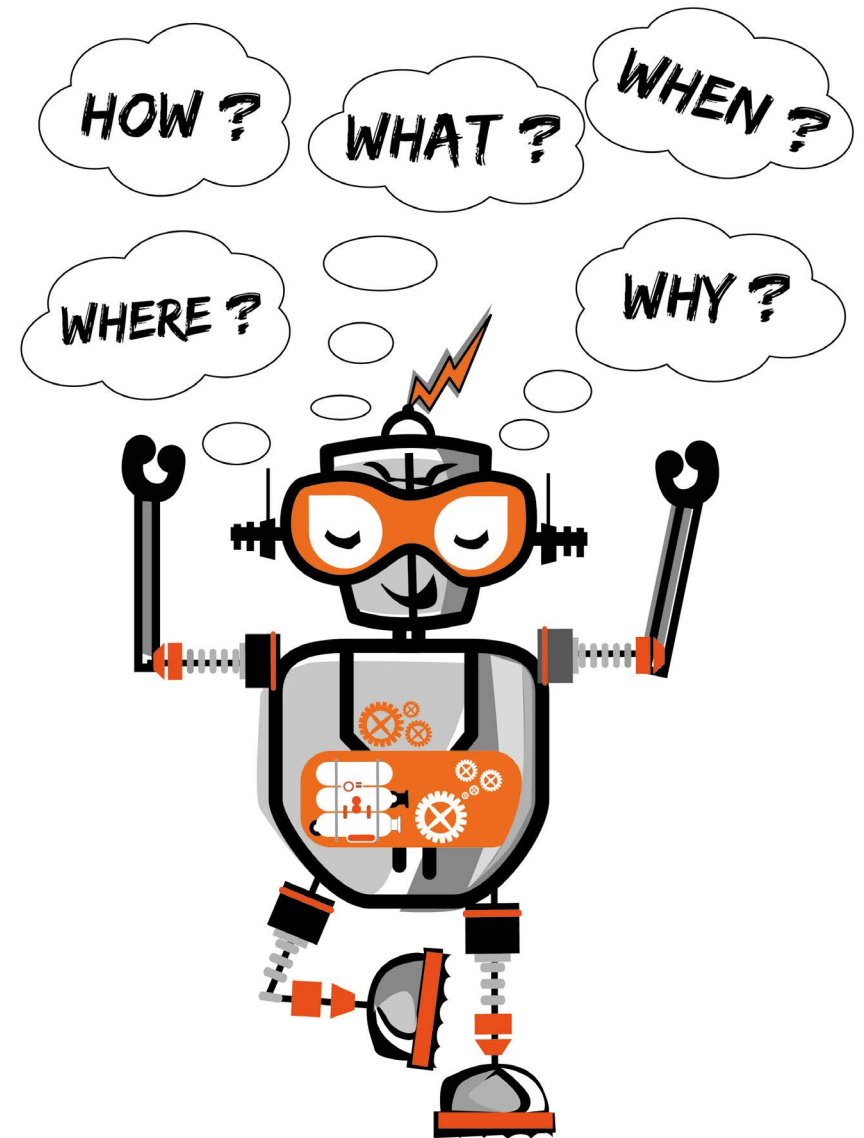
How do you feel? If you were feeling overwhelmed before, has this helped to calm you and make you feel more grounded?

Mindful Breathing

If you feel tense, or struggling to keep focus, stop for a minute. Focus on your breathing, taking deep breaths, in through the nose and out through the mouth.

How does each breath feel? Forget everything else just for this minute. Follow your breath as it travels through your nose, into your lungs. Feel your chest rise, and fall again as you release the breath. Feel the air passing your teeth and your lips.

With each breath let go of your tension bit by bit. Do this several times, once you return to your task, you should feel calmer, use this calm as motivation to keep going.



Mindful Waiting

If you find yourself waiting for something or someone or even in the que at the supermarket, instead of finding another task to fill this time, take a moment of mindfulness.

What have you done today that you are pleased with?

What are you grateful for?

Take a moment to focus on your breathing, or to take in your surroundings, homing in on each of your senses.

Take Time to Appreciate

Choose and make a list of 5 things that you use or that you do every day that you don't appreciate.

Take time to think about why you do this, or why this is a necessary part of your day, how do they benefit you?

Each time you do this or use this thing, make a mental note of it.

