

TOP TIPS FOR MANAGING YOUR MOTIVATION BY PERSONALITY TYPE !

Dealing with Isolation:

Working independently as a business owner can be isolating – whilst extroverts will find this particularly difficult there will be times when even introverts will miss having the input of others. Here’s what you can do depending on your personality type :

EXTROVERTS	INTROVERTS
<ul style="list-style-type: none"> • Plan at least one thing every day where you can connect with the outside world • Explore how social media and Instant Messaging can keep you in touch with people during your day • Use the flexibility of running your own business to integrate a social aspect to your working week. Make sure you make up the time another day though! 	<ul style="list-style-type: none"> • Don’t be afraid to keep in touch with old colleagues, they will enjoy hearing from you and they will still want to support you • Find a networking group that suits you and attend regularly – these people can become your “virtual team” • Work with a business coach or partner with another business owner to ensure you have access to an alternative perspective should you need one

Delivering your commitments:

As a business owner, no-one is going to make things happen unless you do ! People low on self-discipline will often lack focus, but even those who are normally high on self-discipline if they are particularly stressed may struggle to put in place their normal good practice. If you are lacking motivation to deliver your commitments then here’s what you can do depending on your personality type :

LOW SELF-DISCIPLINE	HIGH SELF-DISCIPLINE
<ul style="list-style-type: none"> • Write a to-do list every day and prioritise the top 3 items. If you do nothing else that day, just ensure you do these priority items. When you’ve done them promise yourself a reward! • Organise your to do list into “frogs” (the things you hate) and “princes/princesses” (the things you enjoy doing). Negotiate with yourself – you can only take on a “prince” task when you have first done a “frog” task. • If it all seems to much – imagine the task as a fire-breathing dragon and that you have both a sword and a fire-extinguisher! Which bit of the dragon can you tackle first? By tackling things bit by bit it begins to feel more manageable 	<ul style="list-style-type: none"> • If you are normally good at planning your work but you have stalled, reflect on the bigger picture. Is there perhaps too much to do ? What could be re-negotiated and done later – free up some energy to “crack on” with a more achievable list. Alternatively, maybe you are trying to “fill time”. Add some new business development activities to your to do list to give you more to go at, or if you dare... simply enjoy the quiet spell! • Some people need their strengths to be recognised – without this, you may wonder what the point is of doing what comes naturally. Consider mentoring someone who is less disciplined than yourself. You could hone your skills and you might even enjoy putting them into place for yourself.

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Managing your time:

As the saying goes “time flies, its up to you to be the navigator!” Each of us will know the theory of time management “what’s urgent vs what’s important” – however, at times we all struggle to put this into practice. If you lack the motivation to make things happen in good time, here’s what you can do depending on your personality type.

PRESSURE PROMPTED	PRESSURE AVOIDANT
<ul style="list-style-type: none"> • What’s the most embarrassing thing that has ever happened as a result of your “last minute” attitude ? Write it down and look at it every time you are tempted to delay ! • Divide your tasks into milestones and put yourself under pressure to deliver smaller things sooner. This will reduce the risk / size of what might not get delivered on time • We all tend to underestimate the amount of time it takes to do the things we enjoy, but your personality type probably underestimates time more than most. Take a reality check – do you really want to be working when you could be enjoying some leisure time?! 	<ul style="list-style-type: none"> • Remember it is easy to overlook a scenario – consider whether you have allowed enough contingency time. The prospect of being in a last minute rush should get you started. • Perhaps you have an opportunity to delight a customer – how good would your reputation be if you delivered early? Challenge yourself with earlier delivery date and you should feel compelled to begin. • Use some your “down time” to develop a flexible support system of people who can help you ensure quality when you have taken on too much. Organising others will remind you how much you enjoy organising yourself!

Want to know more about your personality affects your ability to motivate yourself? Michelle is BPS Level B trained and offers psychometric testing and feedback on the following tests:

- NEO – a general personality test, covering 5 dimensions each with 6 facets, giving you information on 30 personality characteristics in a digestible format
- MBTI – popular for team building in organisations this is useful at an individual level too. Looking at where you draw your energy from, how you organise information, how you make decisions and how you like to control your life, this test encourages you to embrace your preferences and to appreciate what others have to offer too.
- EQi – a test of Emotional Intelligence which actually assumes you can change how you are!. It looks at how you see yourself, how you deal with others, how you manage change, how you deal with pressure and your general approach to life. By understanding how these things affect your performance it is possible to work on your blind spots and improve your quality of life.

For more information or to organise your free initial consultation – please contact Michelle on 07717 122950 or e-mail her on michelle@coachU4success.co.uk

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