

# Tip sheet

## Staying motivated

Staying motivated in both work and life is crucial for achieving success and fulfilment. While it's natural to have times where you feel drained or unmotivated, here are some practical tips to help you keep focussed and inspired to do what you love.



### Staying motivated at work

#### **Establish a productive workspace**

Create an organised workspace to minimise distractions. Make the space your own with personal touches that encourage you to be there.

#### **Prioritise tasks**

Use a task management system to prioritise tasks based on urgency and importance. Divide larger projects into smaller, more manageable ones.

#### **Set milestones**

Begin each day by outlining specific goals for yourself. Check off completed tasks, providing a visual representation of your accomplishments.

Establish personal milestones within larger projects. Celebrate these milestones so that each achievement feels closer and more meaningful.

#### **Talk to your manager or supervisor**

Sometimes a lack of motivation can come from a sense of disempowerment – feeling like your voice isn't heard, your work is unrecognised, etc. Approach your manager openly to discuss these feelings and how you can gain more fulfilment from your role.

#### **Foster positive relationships**

Cultivate positive relationships with colleagues to create a supportive work environment. Collaborate on projects, share ideas, and celebrate each other's successes.

#### **Keep learning**

Invest time in expanding your skills through workshops, online courses or industry-related literature. Regularly request feedback on your work to understand areas for improvement and growth. Embrace any challenges as potential opportunities to learn!

#### **Take breaks**

Incorporate short rests between tasks to recharge your energy. Try something like the Pomodoro Technique, where you split your work into set intervals with small gaps in between.

Don't forget to take your full lunch and other mandated breaks. Always 'pushing through' isn't healthy in the long term and can lead to burnout.

## Staying motivated with hobbies and passions

### Define your passion

Clearly articulate what you love and why it brings you joy. Understanding the essence of your passion strengthens your commitment to it.

### Normalise ebbs and flows

It's okay to experience a dip in engagement with your interests; this can be for many reasons that may not be fully in your control. Don't punish yourself for needing a step back.

### Experiment and explore

Allow yourself the freedom to try new hobbies if an old one doesn't fit anymore. On the other hand, if a hobby or passion feels 'stale' then you may be reinvigorated by approaching it differently or getting out of your comfort zone.

### Set specific goals

Break down your passion into specific, achievable goals. Define milestones that mark your progress and keep you motivated.

### Create a vision board

Visualise your dreams and aspirations by creating a vision board. Include images and quotes that resonate with and reinforce your goals.

### Form a community

Surround yourself with people who share similar interests. Engage in clubs or groups related to your passion; this can help you find new inspiration and support. Share your journey and progress with friends, family or online communities.

### Schedule regular time

Dedicate regular, scheduled time to indulge in your passion. Consistency fosters a deeper connection and commitment to what you love.

### Stay inspired

Engage with content related to your passion, such as books, documentaries or podcasts. Exposure to new ideas and perspectives can reignite your passion.



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