

roadmap<sup>+</sup>

# Magazine

Issue 6



# MOTIVATION

# roadmap<sup>+</sup>



Get things done, achieve your goals  
& live a more satisfying life

## MAGAZINE

*Free digital magazine every quarter*

*Fresh content every week*



## SUITE

*Productivity apps coming in 2017*

All enquiries to:  
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# Letter from the Team

We hope you're ready for this quarter's focus on motivation! The Motivation issue was originally planned for 2017, but due to overwhelmingly positive feedback and kind requests for motivation tips, we decided to go ahead with a condensed issue full of practical tips and a few surprises.

The first surprise is a new article category, Career. Over the last 11 months, we've seen growth across all age groups and want to be sure we also grow with you from school to university, from university to the workplace. And then there's the rest of us who are working and looking to make the most of it. Like all content categories, we'll periodically add new Career articles between issues and it will be a mainstay in the PDF.

A few things have changed and been renamed in the magazine, too. In Case You Missed It has changed to Resources with links to our most recent downloads, third-party resources and websites, and our studyspo site. Motivation Media is now Inspiration Gallery, and if you jump to the Resources page, you can download the image as a hi-res poster. And finally, From the Website - new in the last issue - now lists all articles between the last issue and this issue.

As always, we welcome and appreciate your feedback, so please feel free to drop us a line at [team@roadmapplus.com](mailto:team@roadmapplus.com). From October onwards, our newsletter will have subscriber-exclusive free downloads, so don't forget to subscribe on our website!



Motivation issue workspaces of the Team



# Understanding Motivation

Human needs determine our attitudes, behavior and level of motivation for a given activity. Some needs are vital to our existence, while others are necessary for life satisfaction and fulfilment. The latter are those we struggle with most, but there's a logical and scientifically studied theory for why this is the case.

Motivation, or lack thereof, is a matter that affects us all. It's mysterious, fleeting and something we all desire at some point in relation to a particular task. But motivation is not a naturally occurring phenomenon depending on the task at hand, so we shouldn't experience feelings of guilt when a drop in motivation is human.

We complain about not having enough motivation and not being motivated to do a certain thing and have no idea how to increase it. Whilst there's no magic formula, the secret to motivation is accepting that we won't always feel inclined to do a certain task, especially if it's something we don't enjoy.

## Motivated by needs

Each of us is motivated by two sets of inherent needs and one set of environmentally developed needs.

Needs that develop with us over our lives are the set of implicit needs, which concern power and achievement. As these needs are unique to each person and their experiences, we each experience some or all of them to varying degrees. They are also needs that, should they exist, generally do not suffer from a motivation deficit.

Biological or physiological needs garner the highest natural motivation whether

we like it or not, because these needs are associated with survival. They include breathing, sleeping and eating.

The second set of inherent needs are psychological needs, which include self-direction or autonomy, relationships and connections, and finally, competence. Within this set of psychological needs we see an overarching division of motivation, being intrinsic and extrinsic.

## Extrinsic motivation

Extrinsic motivation or behavior is fuelled by an external incentive or reward, which is why extrinsically motivated activities can also be helped by receiving or giving yourself some incentive or reward for doing such an activity.

Extrinsically motivated activities are not done for the pleasure they provide, but for something that will be received or generated which is external, such as money, an award, recognition, approval or to avoid something from happening (e.g. a fine).

An example that affects many of us is doing a job we aren't passionate about. Going to work to do that job is extrinsically motivated by the salary or approval of society or friends and family. Each day we grudgingly make our way to the office and never feel stimulated nor enthusiastic about our duties.





In the scenario above the incentive or reward is money and status, but there are times when we aren't conscious of the benefits and that's where recognition of such is necessary, or, in the absence of any apparent benefit, we must reward ourselves.

By rewarding ourselves or becoming conscious of the benefits or negative consequences, we find the motivation to do a task that might otherwise be tedious or unexciting, while gaining (a reward or incentive) or avoiding (e.g. being fired, jail) something.

As human beings we must come to terms with the fact that motivation isn't something we will naturally feel for every activity for the sake of the activity alone. There will be instances where we need to either ponder why something must be done or reward ourselves for getting something done.

### Intrinsic motivation

Intrinsic motivation might be the closest we get to the motivation we feel for satisfying biological needs. If we're intrinsically motivated it means we do something for the thing itself, for our own pleasure. That is, we enjoy the task because it's interesting, it provides a sense of accomplishment, we are fully attentive and engrossed in the activity and we are competent in it.

Rewards and incentives are a non-issue where intrinsically motivated tasks are concerned. As we do these activities for the activity itself, we don't think about nor require payment in any form. It's said that one can reach 'flow' (a concept by Mihaly Csikszentmihalyi) when we are highly engaged and optimally challenged by an intrinsically motivated activity. It enhances feelings of self-worth, self-actualization, well-being, satisfies our need for autonomy and may lead us to mastery of that activity or skill.

The danger in rewarding ourselves for extrinsic behavior is when we think we need to reward ourselves for intrinsic behavior, as numerous studies have shown rewarding intrinsically motivated activities results in a reduction of pleasure.

### Inspiring motivation

Everyone experiences a lack of motivation for something all the time because we all have things we must do that we don't really want to or take little pleasure in. This sentiment is natural and requires only that we identify why we should do something whether we want to or not and failing that, give ourselves a reward or incentive to do it. ■



## MOTIVATIONAL TOOLS

Sometimes the only push you need when you're losing interest in a task or goal is seeing how much progress you've made. When you're working on large or long-term projects, progress isn't immediately visible and past effort becomes a blur.

With these free downloads, you'll see how far you've come while making daily progress second nature.

## DON'T BREAK THE CHAIN

Made famous by Jerry Seinfeld, 'Don't Break the Chain' is a super simple motivational device to track daily progress of a particular task, activity or goal.

For each activity, print one copy of the month you'll be working on it. Then, cross off each day you've done the activity. The idea to not "break the chain" (by crossing off each day of activity) motivates you to continue a long streak of action!

# I HOUR I SQUARE

'1 Hour 1 Square' is a popular study tracking practice frequently used by Japanese students, as can be seen on Instagram (#1hour1square).

For each hour you work on an activity, check, cross off, stamp, color and/or write the date you did the hour(s). Seeing how quickly you clock up hours on your most important tasks will motivate you to continue adding them, bringing you closer to the finish line.

## 100 DAYS/HOURS CHALLENGE

Sign up or join a community challenge on Facebook, Instagram or Tumblr and mark each day you participate. Alternatively, create your own challenge and aim to do something towards the challenge for 100 consecutive days.

Many experts believe it takes 10,000 hours to master a complex skill, so start counting the hours beginning with the first 100.

**MORE**  
DOWNLOADS

- To Do List (Simple)
- 24/7 Timetable
- Weekly Organizer
- Activity Stocktake
- Training Tracker

**DON'T BREAK THE CHAIN**  
**DOWNLOAD**

October 2016				
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<del>11</del>	<del>12</del>	<del>13</del>	<del>14</del>	<del>15</del>
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<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>

# Motivation Toolkit

## I HOUR I SQUARE DOWNLOAD

[illegible]

## 100 CHALLENGE

### DOWNLOAD

[illegible]



# FINDING FITSPO

"If something stands between  
you and your success  
- move it."

- DWAYNE "THE ROCK" JOHNSON

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Although most of us desire fitness and good health, it's by far the most challenging goal to commit to. The will to succeed drops as soon as it's time to hit the gym or eat salad, and instead we opt for something less beneficial, something easier, almost anything else except the thing that we should be doing or having. But if fitness and good health are key to a long life and accomplishing other goals, why is our motivation to achieve it so low?

As we discussed in Understanding Motivation, each of us has inherent needs and none of them are to be toned and hot. Ultimate fitness probably classifies as an implicit need, affected by upbringing and environment, which would be why we often see siblings and couples who are as fit or unfit as each other.

In terms of it being an intrinsically or extrinsically motivated activity, that depends on the individual, their fitness level and the healthy activity being undertaken. For example, if you're severely unfit, have been told by your doctor to start exercising and decided to take up squash despite your hand-eye coordination being far from perfect, the next time squash is scheduled you won't be in the mood and will eventually stop doing it. And this is where we fail.

If you don't enjoy something, change it. Try new things. Look to social media and follow similar journeys for ideas and daily inspiration. You might be surprised how motivating it is to see someone at a similar fitness level hitting the elliptical every morning. More to the point, when it comes to things you don't love or don't love yet, you just have to get up and do it. Set a time and commit to it. It's part self-control, part habit formation. Once it's a habit and you're in better shape physically and mentally, exercise will be a leisure activity you enjoy, the reward being the exercise itself as dopamine is released. But you have to reach that point by forcing yourself to show up. There's no magic formula.

Rarely is a new fitness regime intrinsically motivated, so there are really only three things you can do if you aren't excited by thought of sweat, tears and unanswered cravings:

1. Resist your inner resistance dialog, accept that you'll never be over-enthusiastic and just do it. Order that salad. Show up and do your best at training.
2. Reward yourself. If exercising and eating healthily is extrinsically motivated, do something nice for yourself each day you eat well and get in enough activity.
3. Know that if you repeat point 1 above enough times, you'll come to enjoy it. ■





# ANYWHERE MOTIVATION

Feeling motivated to get things done anytime, anywhere is a struggle very real to most of us. Be it sticking to a strict new diet and exercise regime, staying up to date in the current semester's courses or working towards long-term goals, staying productive and on track is impossible to keep up 365 days of the year.

Without a coach, tutor, lecturer, manager or your smart device telling you to do 'X', distractions, biological pangs and a Netflix subscription will be there to tempt you into making your next hasty and regrettable decision.

To successfully fight temptation, keeping a montage and list of long-term goals, priorities and related inspiration with you wherever you go will be like having a life coach at your disposal when no one or nothing is around to stop you from eating that donut or going on a TV series marathon. When you repeatedly see the images and text over the day, everyday, it'll be harder to forget which choice to make when temptation abounds.

The montage or list (best combined) should include short words about what you're currently working on (e.g. psychology paper #2, spend wisely) and what you're striving for (e.g. photo of a graduation ceremony, holiday destination). Including these two things - how and what - covers the journey in action as well as the end goal. That means you won't only be reminded of the desired result, but what your next move needs to be. Simple, really.

To create your inspiration and motivation montage with ease, put it together in PowerPoint or Keynote, then Save As or Export To JPG.

- Print a copy to keep in current notebooks and journals.
- Email or upload the image to a cloud drive to access it from anywhere.
- Make it your phone, tablet and computer wallpaper. If you're shy about someone seeing it, store copies in accessible places, such as the desktop or photos folder. ■





# SAME JOB LIKE NEW

If you've been stuck in the same role forever, you're no longer challenged or you feel it's simply time to make a change, looking at in-house options as your port of call could save a lot of time unnecessarily wasted on job sites or meeting recruiters for idle chit chat.

When work becomes routine and suitable challenges are lacking, we tend to become disengaged and begin to look elsewhere. It's natural to seek out new adventures every so often, but a new organization isn't always required to fill the void of a humdrum job.

After scouring the company intranet for new positions, think about the impact of your deliverables and who or what they affect. Could you reinvent or fix an inefficient or unacceptable task for your internal or external customers, improve an existing process or solution, or maybe you have enough time to take on a new responsibility?

Oftentimes we become comfortable and accept how things are done too willingly, never going beyond the status quo nor questioning how and why things are done. Imagine you're new - is there something that could be done better? Are existing tools outdated? Is work being produced that's not being taken advantage of? Is there a cross-department project you could join, which could expand your network, knowledge and visibility?

Once you've found an issue or an opportunity, what value could you add? Do you have untapped skills that could be utilized? Are there company or third-party training courses you could take (and have sponsored) to work on the project? A

new project or additional duties provide an opening to request the expensive training you've been interested in while upskilling and gaining experience to improve future job prospects (and salary). Don't be afraid to ask for this, explaining in some detail why. Any good manager knows the price of finding new employees, from the initial headhunt to retraining and settling in. Approving a few thousand for training and education versus the risks involved in hiring someone new should be a no-brainer.

The two most important factors to consider are resources and your level of interest. If your days are full to the brim or budget and other resources are scarce, drop it. Even more important is being honest with yourself and if it's possible your interest may wane. If so, it's time to ask your manager for ideas or start looking externally. There's nothing worse than spending 40 or more hours per week in a job that isn't anywhere near fulfilling your career aspirations.

If resourcing and interest is there, depending on culture and your manager, propose your revitalization plan in a casual one-on-one or in a formal business case, outlining why, how, how much and when the plan could play out. If things change for the better, you'll have a new job with the same comforts. ■



## MOTIVATION AND NEEDS

We are born with two inherent sets of needs - (biological and psychological) and one set of environmentally developed needs (implicit).

Biological needs garner our complete attention (motivation), because they are related to survival (e.g. breathing).

The second, psychological needs, sometimes require a push, depending on the activity. Activities are said to be intrinsically or extrinsically motivated, and it is with the latter that we tend to struggle. Knowing which activities are extrinsically motivated can help you identify why you need to do them and how you can motivate yourself to do them.

Implicit needs are the set of needs that are unique to each person depending on environmental or developmental factors. They are concerned with power, affiliation and achievement and, as such, generally do not suffer from motivation deficiency.

## REWARDS & INCENTIVES

Numerous studies have shown rewards or incentives for doing something you enjoy (intrinsic motivation) devalue the experience and should be avoided.

On the other hand, extrinsically motivated activities that we aren't enthusiastic about are best served with an incentive or reward. Various studies consistently saw positive verbal feedback as the most well-received reward.

## INTRINSIC MOTIVATION

Intrinsically motivated activities are those we choose to do because we enjoy them. These intrinsically motivated activities do not require incentives or rewards. In fact, giving yourself a reward for activities you enjoy has been shown to reduce the pleasure gained from them.

## EXTRINSIC MOTIVATION

Many of us struggle with extrinsic motivation, that is, activities that we do for an external reason. We might do something for a grade, a parent or an award, but it's not something we do for pure enjoyment. That's why interest wanes and we feel unmotivated about the activity.

It's human to feel this way and one of the best ways to deal with it and increase motivation, is to reward or give yourself some incentive when you don't feel like doing the activity.

## FLOW EXPERIENCE

The flow experience, a concept developed by Mihaly Csikszentmihalyi, derives from intense focus on (often intrinsically motivated) activities and an optimal challenge suitable to your skill level in those activities. It's believed this is the ultimate feeling of happiness and also promotes mastery, confidence and self-fulfilment.

An activity that generates flow encourages us to repeat the activity for the enjoyment and desire to experience flow again. You'll know you've reached some level of flow if you've been completely immersed in an activity that gets you into "the zone" and feel like you've accomplished something.

## COMMIT AND DO

As activities (e.g. assignments, sports, hobbies) are generally either intrinsic or extrinsic, there will always be activities we don't feel the urge to do.

Unfortunately, there's no secret formula to feeling motivated about extrinsically motivated activities. We must accept that some things just have to be done, and look for activities we are intrinsically motivated about - that is, things we enjoy doing.

# Motivation in a nutshell





*The way to get started  
is to quit talking  
and begin doing.*

WALT DISNEY





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FOX & STAR



From top: Bags by **HERSCHEL SUPPLY CO.** / MARK'S Tokyo Edge 2017 Diary, RIFLE PAPER CO. Bon Voyage Travel Journal & MIDORI D-Clips from **FOX AND STAR** / CUBE battery-powered LED mini light by **ENEVU** / iPhone 7 and Apple Watch by **APPLE**

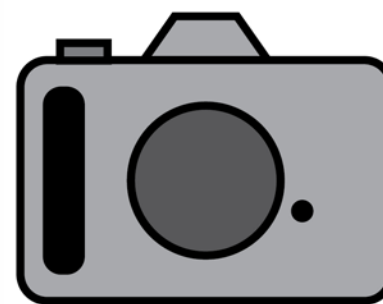


ENEVU



APPLE

## TAKE PHOTOS



Grab your phone or camera and take photos of anything that grabs your attention. Interesting objects, an image to remember, someone you like, the view from your desk, lunch, dinner, nature, what you're wearing, something from a new angle. You may unearth a new hobby that's relaxing, rewarding and non-judgmental.

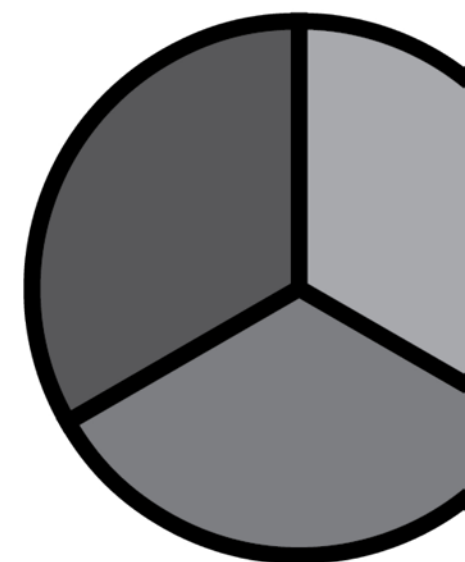
# 10-MINUTE BREAKS

BREAKS 16-18 | [CLICK FOR MORE](#) ▶

## TRACK PROGRESS

Review your to do list and compare it against your schedule. What must be done before the day is over? How much can you realistically fit into the rest of the morning/afternoon/evening? Will you find enough time to do what's important to you? Is there enough time before bed to wind down?

Regular checks throughout the day and week will help with task estimation and allocation in the future and ultimately reduce feelings of failure when you review your accomplishments.



## CLEAN & TIDY

A clean workspace, office or home can spark creativity, eliminate distractions, enhance focus and reduce stress. Put or throw away what you don't use daily and enjoy the extra space.



# From the website

## PRODUCTIVITY

- ▶ Locus of Control
- ▶ The Multitasking Myth

## ORGANIZE

- ▶ An Autumn Spring Clean
- ▶ A Week Without Planning

## FITNESS

- ▶ Meal Planning Benefits

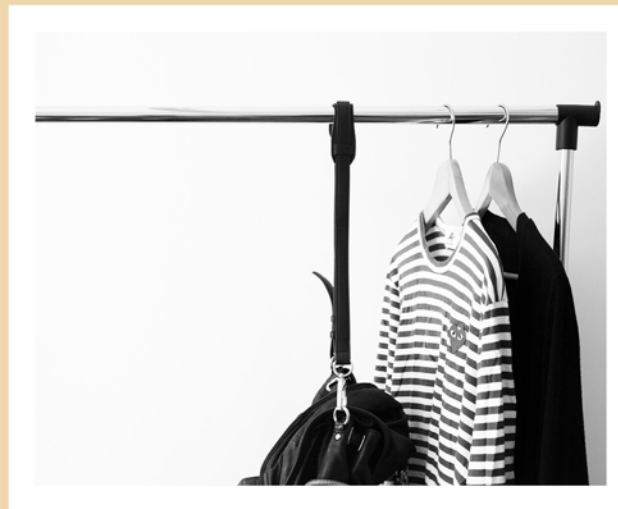
## STUDY

- ▶ Studying Online Tips
- ▶ Back to School Essentials
- ▶ 6 Motivational Films and TV Shows



## EXTRAS

- ▶ What's In My Bag:
  - ▶ Shan, University Student (MY)
  - ▶ Ange, Law Student (AU)
  - ▶ Richard, Project Manager (UK)



DECEMBER ISSUE



Habits

& NEW CONTENT EVERY WEEK

# RESOURCES

- Productivity Reading (Book) List: New titles added!  
[www.roadmapplus.com/magazine/resources/productivity-reading-list](http://www.roadmapplus.com/magazine/resources/productivity-reading-list)
- Useful Productivity Links: Favorite stores & websites added!  
[www.roadmapplus.com/magazine/resources/useful-productivity-links](http://www.roadmapplus.com/magazine/resources/useful-productivity-links)
- This issue's Inspiration Gallery poster  
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- 2017 Semester Planner (Sep16-Dec17) download  
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