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# Mastering Self-Motivation

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This Book is The First Motivational Book  
That Provides Just Enough Academic and  
Self-Help Knowledge to Prepare You for  
Personal Excellence

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## Complimentary Workbook

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# How to use the Workbook

This workbook has been written for you to enhance the value of your reading experience of the ***Mastering Self-Leadership book***. I suggest that you read the whole chapter and perhaps the whole book before working on this workbook. The reason for this is because each chapter develops your motivational excellence and builds on prior knowledge. I want you to enjoy the reading experience. After you have read the chapter or the entire book, then make use of this workbook to build upon your mastery of self-motivation as you ***Prepare Yourself For Personal Excellence***.

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Each chapter in this workbook is directly linked to the same topic covered in the book, making it easy to use.

This workbook complements the book and does not take the place of it or replace the reading experience. It has been designed so that you can reflect on your progress, record your success, and stay on track to reach your personal and professional goals.

If you would like further encouragement or if you have any questions, do not hesitate to email me or visit my website at [docprov.com](http://docprov.com). Your success is my success! Each incremental improvement leads to your overall success. I have helped over a 1000 students, seminar participants, and clients---motivating them toward success.

For personal coaching or for a seminar at your company, organization, institution, or university,

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please contact me. I will be happy to talk with you and help you reach your goals. For 2012, I am now offering a free half-hour motivational presentation coupled with book signing at colleges, universities, and organizations.

# Introduction

Mastering self-motivation begins with your own personal mission and vision. Self-motivation is built upon the premise that you lay a solid foundation---one that is filled with the necessary tools to help you build the foundation for personal excellence.

The introduction section of the book begins by helping you build the following:

- Mission – what you are doing and what you are all about right now.
- Vision – where you want to go with your career, your life, and what type of legacy you want to leave behind.

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In order to understand your mission and vision, you have to begin by answering three important questions.

**i.1.1. Written exercise:** To begin your journey of personal excellence, answer the following three questions. Provide a sentence or two for each question below:

- What gets you motivated at work?

- What factors result in your lack of motivation at work?



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- What do you do for fun that motivates you outside work?

**i.1.2 Written Exercise:** Based on the way you answered the three questions above, take a moment to write your mission and vision:

- **Mission**

The **FIRST** thing to consider for your personal mission statement is that if you live it each day, you are creating the correct roadmap for success. It provides you with ambition but, more importantly, it provides you with crystal clear examples of what inspires you. It is based on your own perception of yourself, your integrity, and your philosophy of life.

The **SECOND** thing to consider for your personal mission statement is that sometimes you need examples of other successful people. Here are a few examples.

**I wake up each day with a positive attitude.**

**I choose to get something from the day that will build upon what I already know.**

**I present myself with a professional personal demeanor and I do not talk negatively about other people.**

**I enjoy my life and I want the people around me to enjoy their time with me.**

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- Vision

The FIRST thing to consider when writing your personal vision is that it encapsulates your goals and objectives one year out, five years out, and up to fifteen years from now: what do you want to become, how will you get there, and what purpose will you serve. In addition, you can even envision how your life will be like when you retire and enjoy the results of your lifelong hard work, sacrifices, and success.

The SECOND thing to consider when writing your personal vision is that your vision integrates your life as it is today and the way you would like it to be in the future. Look at the gap between where you are and where you would like to be and then think about what makes you happy and inspires you, the work that you enjoy doing, and what you want to become. Here is an example.

"I can see myself being honored by the President of the United States. I know now that I have served masses of people with my knowledge and skill. I am empowered each day to walk my own journey in life. I work on my own destiny and I achieve the goals and objectives that I set for myself."

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# Chapter 1

**1.1.1 Written Exercise:** Review each definition of motivation. Once you do this, write down your own personal definition of motivation.

**1.1.2 Written Exercise:** Can you see yourself as a Motrapreneur? If so, write the reasons why. If not, write the reason why not and suggest some ways in which you can become more of a motrapreneur.

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**1.1.3 Written Exercise:** Conduct a SWOT analysis of yourself. What are your strengths? What are your weaknesses? What are your opportunities? What are your threats? Here is an example of a personal SWOT analysis:

## Strengths

- I am creative and innovative.
- I communicate well.
- I ask the most appropriate questions at the right time and at the right place when I am engaged in a conversation with someone.

## Weaknesses

- I sometimes get ahead of myself and attempt to multitask too much.
- I respond to people before they finish what they are saying so that I do not forget my point of view.
- I often feel that my perspective of a situation is more important than anyone else's point of view.

## Opportunities

- I see an opportunity to help my colleagues with my creativity and innovation.
- I attend national conferences each year and I can use this conference to build upon my skills.
- I have a great deal of experience and I can succeed in the new ventures that I embark upon.

## Threats

- I feel that I am sometimes at a loss for words.
- The current economic climate provides me with little opportunity for advancement in my current career.
- While I have some education, I feel that without an advanced degree, I am somewhat oppressed.



- Write down your threats.

**1.1.4 Written Exercise:** After conducting this SWOT analysis of yourself, write down how you can build on your strengths while taking steps to lessen your weaknesses. Then, write down how you can take advantage of your opportunities and avoid your threats.

- Write down how you can build your strengths.



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- Write down how you lessen your weaknesses.
  
- Write down how you can take advantage of your opportunities.

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- Write down how you can avoid your threats.

# Chapter 2

**1.2.1 Written Exercise:** As you begin to manage your needs, consider where you are on Maslow's Hierarchy of Needs.

- Where are you located on the hierarchy?

**1.2.2 Written Exercise:** Now that you have identified where you are on the hierarchy, write down what you currently need that can help you reach the next category. If you feel that you have already mastered self-actualization then indicate how you can sustain this success.

- I currently need the following.

**1.2.3. Written Exercise:** As you identify what you need to move up the hierarchy, consider the possible obstacles that you may face.

- My current obstacles are the following.

**1.2.4. Written Exercise:** Once you have identified where you are on the hierarchy, know your needs, and identify your obstacles, then you are ready to write an affirmation.

- My affirmation is the following (i.e., “I will become a published author by 2013”).

**1.2.5 Written Exercise:** Now that you have your affirmation, place what you need to do to accomplish this goal or objective on your To-Do-List.

- I will write the following things down on my To-Do-List to help me reach my goals and objectives.

# Chapter 3

**1.3.1 Written Exercise:** Motivating and leading yourself includes taking control of your life.

Think about your current habits and what you do on a daily basis to keep in shape, stay healthy, and fuel your brain. Write down how you can enhance your physical fitness schedule and meet your nutritional needs for optimal health.

- Write down what you can begin to do that will enhance your energy level, keep you sharp, and fuel your brain.

**1.3.2 Written Exercise:** Expectancy Theory provides you with a game plan for your continued success. Answer the following three questions. Try to relate them to a certain program, course, goal, objective, business plan, or something else that you are pursuing.

- Can I perform at the level that I want to perform at if I give it a try?
  
- If I perform at that level, what will happen?
  
  
- Do I prefer or value the things that will happen? If so, why? If not, why not?



**1.3.3. Written Exercise:** Now that you have conducted your expectancy theory analysis, determine how you can best lead yourself. Ask yourself:

- Am I on the right track? If so, do I value the things that will result in my high performance? If not, why not?

**1.3.4. Written Exercise:** Once you determine your level of expectancy and how can you lead yourself, use the four functions of management to help you succeed in your endeavors.

- How can I better ***control*** my performance so that I can achieve my goals and objectives?
  
  
  
  
  
  
  
  
  
  
- How can I ***lead*** myself better ascertain my goals and objectives?

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- How can I become more ***organized*** in order to accomplish my goals and objectives?
  
  
  
  
  
  
  
  
  
- What ***plans*** can I make to ensure that my goals and objectives are met?

# Chapter 4

1.4.1. Written Exercise: As you begin to recognize your strengths, consider how you feel about your current status on the job, in the office, or at the university. What makes you happy and what makes you unhappy on the job? After asking yourself this, determine what satisfies you and motivates you at work.

- What makes me happy on the job, in the office, or at the university?

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- What makes me unhappy on the job, in the office, or at the university?
  
  
  
  
  
  
  
  
  
  
- What satisfies me and motivates me on the job, in the office, or at the university?

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1.4.2. Written Exercise: After identifying what makes you happy or unhappy and what satisfies and motivates you, then determine how you can do more of what makes you happy and which motivates and satisfies you.

- I will do the following things to reduce my unhappiness on the job, in the office, or at the university.

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- I will do more of the following things that satisfy and motivate me on the job, in the office, or at the university.

1.4.3. Written Exercise: Based upon the above exercise, how can you empower yourself to become more satisfied and motivated on the job, at the office, or at the university.

- I can do the following things to empower myself on the job, at the office, or at the university.

# Chapter 5

1.5.1. Written Exercise: Benjamin Franklin articulated a vision for “Moral Perfection!” Out of his twelve desirable traits, which ones can you identify yourself with? After determining which ones that you prefer to develop or habits that you would like to form, or even attempt to tone-down somewhat, express them by writing them down. After writing them down, consider how you benefit from either doing more of a trait that you want to improve or do less of a trait that you feel may hinder your success. After learning from Ben, who else can you learn from?



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- Which of the twelve desirable traits can I approve upon?
  
  
  
  
  
  
  
  
  
  
  
- How can I control some of my bad habits that may hinder my performance based on Ben Franklin's twelve traits?

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1.5.2. Written Exercise: When you are standing on the shoulders of giants, what does the view look like?

- List the next steps that you will take to learn from the giants. Write down which books you will read and keep in your library. Build a library in your home, your apartment, or dorm room. How much time will you allocate to self-development? Reading this book is the first step and each journey begins with your first step. After reading my book, keep taking steps that help you to achieve your plan.

# Chapter 6

1.6.1. Written Exercise: In order to build a positive approach to life, you have to build your psychological capital. One way to distinguish yourself from your colleagues is to set high goals, challenge yourself, become self-motivated, make the time, and persevere.

- The best way to do this is to take some time out right now to write down a goal that is important to you. Write how you can challenge yourself, get motivated, and keep the momentum.

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1.6.2. Written Exercise: Chapter six builds upon the giants in chapter five. You can also watch some of the movies that are referred to in the *Mastering Self-Motivation* book. After finishing the book and workbook, do continue to read other books for self-development.

- Write down additional books that you will read and keep in your library. Also, consider watching some of the movies that are noted in this book to further your application of the skills that you have manifested.

# Chapter 7

1.7.1. Written Exercise: Change is one of the most important skills you can acquire. The earlier you adapt yourself to manage change in your life, the better off you will be.

- Look at a change that is necessary in your life. Go through Kotter's eight steps. Write down what you will do for each of the eight steps to help you to begin, manage, and sustain the change that you desire.

### 1.7.2. Written Exercise: Total Quality

Management (TQM), is a concept that you can use for adding value to everything that you do.

- Look at a goal that you want to accomplish. Consider how you will plan, do, check, and act so you can reap positive change. Change what is necessary in your life. List how you can work on each of these four concepts to continuously improve and master Total Quality Management.

# Chapter 8

1.8.1. Written Exercise: Moving from impasse to action causes you to consider your responsibilities, relationships, rewards, and reasons.

- Think of your current responsibilities and how you can better meet your needs. Take time to build the necessary relationships that will help you to remain positive. Do not forget to set up a reward system for yourself. Most importantly, come up with as many reasons as possible that can motivate you to continue to reinvent yourself.

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1.8.2. Written Exercise: Consider your current life stage and how you are situated on Maslow's hierarchy. Your life stage can have an impact on your trek up Maslow's Hierarchy.

- Pinpoint your position on Maslow's Hierarchy and write down how you will attempt to get to that next level up the hierarchy. Consider how you can strive for self-actualization.



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1.8.3. Written Exercise: Answer the final three questions with as much detail as you can.

- How do you define motivation after reading this book and completing this workbook?
  
- Do you consider yourself more of an expert on motivation now that you have read this book and have completed this accompanying workbook?

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- Are you ready to get going with your dreams, your goals, and your destiny? Write down what you need to do to help you reach personal excellence.