

STRESS MANAGEMENT & TEAMWORK

HOW TO MOTIVATE YOUR CO-WORKERS

Give members an active part in decision-making

Be careful of what you say and how you say it

Let your members know where they stand

Criticize constructively and in private

Delegate responsibility for details

Give credit where it is due

Be considerate

Be consistent

Praise in public

Be a good listener

Make them want to do things

Avoid domination or forcefulness

Ask members for their council and help

Show interest in and appreciation of others

Do not be upset or side-tracked by little hassles

Keep members informed on matters affecting them

Let others in on plans and programs in the early stages

Explain rationales when making a request or suggestion

Recognize that a person best carries out his or her own ideas

Give members goals, a sense of direction, something to strive for and to achieve

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Choose the most appropriate answer for each of the 10 statements below and place the letter of your response in the space to the left of the question.

HOW OFTEN DO YOU...?

1. Find yourself with insufficient time to complete your work?
 a) almost always b) very often
 c) seldom d) never

2. Find yourself becoming confused and unable to think clearly because too many things are happening at once?
 a) almost always b) very often
 c) seldom d) never

3. Wish you had help to get everything done?
 a) almost always b) very often
 c) seldom d) never

4. Feel that people around you simply expect too much from you?
 a) almost always b) very often
 c) seldom d) never

5. Feel overwhelmed by the demands placed upon you?
 a) almost always b) very often
 c) seldom d) never

6. Find your work infringing upon your leisure hours?
 a) almost always b) very often
 c) seldom d) never

7. Get down when you consider all of the tasks that need your attention?
 a) almost always b) very often
 c) seldom d) never

8. See no end to the excessive demands placed upon you?
 a) almost always b) very often
 c) seldom d) never

9. Have to skip a meal so that you can get work completed?
 a) almost always b) very often
 c) seldom d) never

10. Feel that you have too much responsibility?
 a) almost always b) very often
 c) seldom d) never

Scoring: a = 4, b = 3, c = 2, d = 1

Score: