



Keeping Your Team Motivated

A lot of managers think that money is the only motivating factor for their employees. Many studies however, have shown that the top motivators for employees are respect, a sense of accomplishment and recognition. Money is important, but it only ranks 5 or 6 on the motivators list. The following tips will help you keep your team motivated:

1. Involve them: Many employees want to be involved in the ongoing development and progress of their company. By allowing them to be involved you will gain valuable insights, faster buy-in and less resistance when implementing changes.

2. Communicate: Employees want regular updates on the progress of the business and their personal performance. Give them regular updates via e-mail, phone and one-on-one meetings. It is also important that you give them

feedback on their behaviour, this will give them the opportunity to make corrections, prior to their official performance evaluation.

3. Celebrate individual and team performance: Make it a point to recognize excellent individual performance by sending a thank you card or e-mail, recognizing the employee in the company's newsletter etc. Don't forget to also recognize team performance by posting performance charts on the wall or throwing a surprise get-together.

4. Set challenging goals: If you set challenging goals, your team will work hard to accomplish them, providing of course, that they are realistic and attainable. Communicate those goals and keep your team informed of the company's progress.

5. Give them tools to succeed: No team will be motivated if they don't

have the necessary tools required for them to do their job. This includes equipment, internal support, inventory, marketing materials, training etc.

6. Manage poor performance: Your team expects you to manage individuals who do not perform to standard or contribute fully to the efforts of the team. Even if you do not want to create conflict, it is imperative that you talk to the under-performers and give them ideas on how to solve the situation. Otherwise, you risk having low profitability, low morale and high turnover.

7. Lead by example: If you want your team members to treat each other with dignity, you need to set the tone. As an owner, manager, or business leader, your team looks to you for direction and guidance.

IPS Rules of Work:

Dress one step ahead:

Always dress for the job that you want, not the job that you have right now.

Get your work noticed:

It is a good idea to submit an un-solicited report, or project to your boss and your boss' boss, or to use some other technique to get your work noticed.

Be 100% committed:

If you want to get far in your career or with your business, you should commit fully to all the tasks that your job entails.

Know your corporate

culture: Knowing what the culture of your company is gives you the edge, the key to success. Knowledge is power.

Improving your Business Memory

To be successful in business, it is imperative to be able to recall important people, facts and numbers. The following tips will help you develop your memory skills and make you more efficient at managing your company:

1. Make a conscious effort to remember:

The first step to be able to remember important information is to simply tell yourself that the facts, numbers or people you are about to see or listen to are important to you.

2. Pay attention: Become keen at observation. Look around you and try to remember as much detail about the situation and the information that is being shared as possible.

3. Visualize: Visualization is perhaps the most important tool for great memory. Create a mental image of the information, numbers or people you want to remember. The funnier and more outrageous the images are, the more likely you are to remember them.

4. Associate new and old information: The easiest way to remember new information is to associate it to something that is already in your brain. Associate the new image you have in your head to something in your past. For example, if a new client you meet looks like a famous person, associate the name of the new client with the image of the famous person.

5. Recalling spoken information: To recall spoken information, define your intentions well in advance. Tell yourself why you need to remember this information and how it fits into the whole picture. Next, ask good questions during the conversation and make sure you understand all the important information. Finally, as you listen to the

information during breaks create visual images that tie together the important facts.

6. The roman room mnemonic: This technique will help you visualize and associate complex information efficiently. Picture a house that you are familiar with and associate each room with a general category of information. Every time you want to remember a new fact, associate an object to the new information and mentally place it in the "room" that it belongs to.

7. The detective technique: A detective is always looking for clues. When reading a document, summarize each paragraph to one key fact, visualize it in your mind and associate it with something you already know (steps 3-4 above). When you need to recall the information in the document you will know at least 3 or 4 "clues" in each page, which will help you remember the gist of what was written in that document.

IPS Recommends...

Practicing the techniques above as often as possible. This way your memory will improve at a fast rate over time.

When using visualization, use the most uncommon or funny images as possible. This way your brain will be able to recall the information quickly.

Avoiding multitasking if you want to remember something important. When you need to remember something you need to focus your full attention on it.

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