



LEARN



REFLECT



IMPLEMENT



COMMIT



LEAD

MOTO 30

THIRTY MOTIVATIONAL **LEADERSHIP EXERCISES**
PROVEN TO ELEVATE YOUR TEAM TO SUCCESS



THE MOTIVATION PLACE

TAKE LEAD OF YOUR LIFE

Moto30

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INTRODUCTION

Leadership Today

Today's business landscape has a new set of challenges, including massive turnover, remote workforces, and a heightened need for resilience and adaptability. In this ever-changing environment, **leaders are facing the greatest need to inspire, motivate, and lead their teams to success.**

With much uncertainty and upheaval, it is easy for employees to become disengaged, unmotivated, and frustrated, leading to a host of organizational ailments from decreased productivity, morale, and profitability to staggering increases in turnover, and poor customer service.

The role of leadership has never been more crucial. Leaders must be equipped to navigate these challenges and help their teams to succeed in a rapidly changing world.

Emotional Intelligence

Of all the skills a leader must possess, emotional intelligence is king among them. **Emotional intelligence is the key factor in building strong, productive teams and creating a positive work environment.** Leaders who possess emotional intelligence

are able to connect with their team members on a deeper level, understand their needs and motivations, and provide the support and guidance they need to succeed.

They are also able to identify and address conflicts before they escalate, promote collaboration and teamwork, and help their teams to feel valued and appreciated.

What is Moto30?

Moto30 is a collection of 30 chapters that, in their own way, focus on a specific aspect of leadership, team building, and emotional intelligence.

Drawing on the latest research and best practices in leadership development, this workbook provides a comprehensive guide to help leaders build strong, motivated teams that can adapt and thrive in the face of change.

From the power of clear communication and contingency thinking to the importance of self-care and building a positive company culture, *Moto30* covers all the key areas of leadership and team development.



Each Moto is designed to be a stand-alone guide, offering practical advice and actionable tools that can be *immediately* applied to your leadership practice.

Whether you are a seasoned leader or just starting out, *Moto30* will provide you with the insights, strategies, and techniques you need to empower yourself and your team to succeed in today's rapidly changing business landscape.

At the heart of *Moto30* is Maslow's Hierarchy of Needs, a seminal theory in psychology that provides a framework for understanding human needs and motivations.

By understanding the needs and motivations of your team members, **you can create a work environment that supports and nurtures their growth and development.**

Whether you are leading a remote or hybrid team, managing a team in transition, or simply seeking to improve your leadership skills, *Moto30* provides the guidance and support you need.

The Grandfather of Motivation

Abraham Maslow was a visionary psychologist and humanistic thinker who revolutionized our understanding of human motivation. Often referred to as the "Grandfather of Motivation," Maslow's work

continues to influence leaders, teams, and individuals around the world.

Maslow's most famous contribution to the field of psychology is his theory of the Hierarchy of Needs, first proposed in his 1943 paper "A Theory of Human Motivation." This theory posits that human beings have a series of innate needs that must be met in order to progress and achieve personal growth.

Maslow's work was groundbreaking because it challenged the dominant psychological theories of his time which focused on abnormal behavior, and what was "wrong."

Instead, Maslow focused on the positive aspects of human behavior, such as self-actualization, growth, and personal fulfillment.

Maslow believed that every person has the potential to reach their highest potential, but that this potential is often **blocked by unmet basic needs.**

The Hierarchy of Needs theory proposed by Maslow is a five-tier model of human needs, starting from the most basic physiological needs to the highest level of self-actualization. He believed that individuals must meet each need in order from the bottom to the top in order to achieve personal growth and fulfillment.





The groundbreaking work was not only a turning point in psychological theory, but it also has a profound impact on leadership and organizational behavior.

At the base of Maslow's Hierarchy of Needs are physiological needs, such as food, water, and shelter. Once these basic needs are met, individuals are motivated to fulfill their safety needs, such as security and stability.

Furthermore, individuals progress to the next level of needs, which include love and belonging, esteem, and self-actualization.

In addition to its impact on leadership, Maslow's Hierarchy of Needs teaches each of us how to understand our own needs and motivations to achieve personal growth.

In *Moto30*, we will be using Maslow's

Hierarchy of Needs as a framework for understanding the needs and motivations of our team members and as a guide for creating a supportive, growth-oriented work environment.

Each Moto specifically targets one or more of the following areas:



First and foremost, physiological needs are the cornerstone needs that must be met in order for a person to thrive. Because this is the lowest, basic tier of Maslow's five needs, this need is also referred to as Maslow's Basement.

When these basic needs are met, a person is free to focus on other things. For example, if an employee is worried about putting food on the table or paying their bills, they won't



be able to give their all at work. But, when these needs are met, a person will have a sense of security, comfort, and peace of mind.

As a leader, it is important to understand the impact of unmet physiological needs and take steps to support your team in meeting those needs, pulling them out of Maslow's Basement.



SAFETY

Safety needs include physical and psychological safety. This means creating a place where employees feel free to express themselves, share ideas, and take risks without fear of failure or retaliation.

When employees feel safe, they are more likely to be engaged and motivated, otherwise, it can have negative effects on their well-being and performance. Physically unsafe environments can lead to accidents, while psychologically unsafe environments can lead to stress, anxiety, and burnout.

Also, when employees do not feel safe, they may feel isolated, which leads to decreased productivity, low morale, and high turnover rates. As a leader, it is crucial to recognize and address concerns to create a positive and supportive work environment.



BELONGING

Next, we have the belonging needs, which includes love, affection, and a sense of community. As a leader, it is important to foster a sense of belonging and camaraderie within your team.

When employees feel like they are a part of something bigger than themselves, they are more likely to be engaged and motivated. Encourage team building activities and open communication, create an inclusive and diverse environment, and celebrate the achievements of the team as a whole.

These actions will help build morale, cohesion, and a positive and productive work environment that addresses one of the most fundamental human needs.



ESTEEM

Nearing the top of the pyramid are esteem needs, which include respect and recognition from others. This need for respect and recognition is not just about getting praise or a promotion, it is about feeling valued and respected as a person.



When an employee feels respected and valued by colleagues and leaders, it has a significant impact on their motivation and job satisfaction.

Leaders can demonstrate this by providing regular feedback, recognizing achievements, and promoting opportunities for growth and development. By doing so, **you will show that you value your team's work and potential, and invest in its growth and future success.**



SELF-ACTUALIZATION

At the top of the pyramid is self-actualization. This is about personal growth and fulfillment, the ultimate goal in Maslow's hierarchy.

As a leader, **provide opportunities for your employees to learn new skills, take on new challenges, and grow in their roles.**

When employees feel like they are growing and developing, they become more engaged and motivated, and are also more likely to stay with the company long-term.

By prioritizing your team's self-actualization needs, you will not only improve its performance, but will also build a culture of growth, innovation, and success.

Moto30 is like a blueprint for success.

Now that we have established our framework around Maslow's Hierarchy of Needs, it's time to put that knowledge into action. That's where *Moto30* comes in.

Each of the 30 activities in this book are designed to help you understand, experience, and leverage Maslow's teachings in order to create a more motivated and productive team.

Moto30 is like a blueprint for success.

Each Moto is a step-by-step guide that will help you create a positive and safe work environment, foster a sense of belonging and respect, and provide opportunities for growth and development.

By completing each Moto, you will be equipping yourself with the tools and know-how to take any team to the top.

Whether you are a new leader or an experienced one, **Moto30 will challenge you.** Many of these activities will require you to try new approaches and, undoubtedly, get out of your comfort zone.

Do not be intimidated, just take one Moto at a time and have fun with it! Remember, this is all about the journey, not the destination.



How Moto30 Works

1 Read the stories. Digest the information. This is *your* workbook. Feel free to write on the pages and **highlight** information you find valuable.



2 Reflect. Answer the reflection questions that follow the Moto you just read. These can be done on the lines provided or continued in a separate notebook if you need more space.

Reflect!

Reflect on a time when someone broke a promise with you. This could be recently from the workplace, or when you were a child. How did you feel?

3 Take action. Consider the list of *immediate* action points on the self-guided activity page after each Moto. Applying what you learned is how your business and team will thrive.

Take Action!

- Schedule team meetings to discuss upcoming events, concerns, and tasks that require collaboration.
- Be an active listener and show engagement during conversations.
- Acknowledge and appreciate team contributions and express concern for their well-being.
- Strive to improve your interpersonal skills and communication style.

4 Commit. Each self-guided activity directs you at the end to make a commitment, a promise to yourself based on the information you read in that Moto. This is important because making a declaration to do better is the first step to problem solving, admitting that a change must be made.

Commit!

I commit to...



But wait, why 30?

This workbook does not need to be read or completed in any certain amount of time—like days, weeks, months, etc. Unless it is your preferred method, this is not a 30-day challenge.

This workbook is designed to be flexible, meaning you can integrate these activities in your life in whatever timeframe you see fit for your team's success.

That is our goal for you.

So why 30? Why not 10 or 100? Our main focus, aside from Maslow's Hierarchy of Needs, is **habit building**. While 30 days may not work for you as well as 90 days or somewhere in between, **research has shown that *repetition* and *consistency* are key factors in building and maintaining new habits**. Think about digesting this book in habitual ways rather than a certain amount of *days*.

The focus should not be how long it takes to build a new habit; it should be how *many* repetitions are required to make a habit automatic, as explained by James Clear in his book, "Atomic Habits."

If you do decide to take on a 30-day challenge, however, it can be a manageable amount of time to see progress, while not appearing to be too overwhelming. Consider breaking down the 30 days into weekly blocks or milestones. This way, it's easier to stay focused on developing a certain habit.

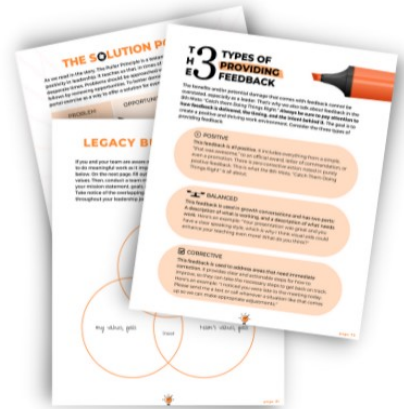
Remember, **the time it takes to form a habit can vary greatly depending on the person, the team's dynamic, and the habit.**

Essentially, by committing to new leadership behaviors and principles in 30 ways, we strongly encourage you to establish a consistently habitual routine.



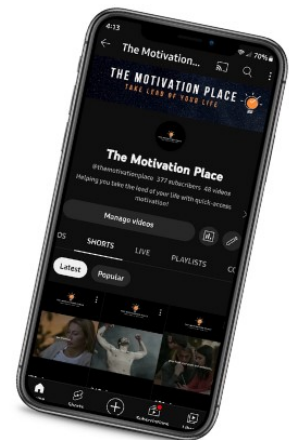
Additional Resources

At the end of each Moto, you will find an activity or an information sheet that is carefully and intentionally designed to relate to the topic at hand. Though these are optional to complete, we highly recommend taking the time to explore these as well. These activities will help you visualize each moto, making the information easier to retain.



If you are a leader working with a remote or hybrid team, consider checking out our two guidebooks in this space: "How to Lead a Remote-Working Team," and "Remotely Crazy." Purchase your copy today by visiting our website themotivationplace.com, or visiting Amazon Books. Copies are available in both paperback and eBook.

The Motivation Place is on YouTube and currently making Shorts! If you are a visual learner and prefer watching motivational content, subscribe to our channel to be notified when a new video is live.



Read our blog, Moto Bytes, for quality, few-minute reads that will lift your spirits and better your life in seconds! Explore topics like parenting, artificial intelligence (AI), mindfulness, and more! Subscribe to interact with posts. Comment and share to your social media.



YOUR LEADERSHIP STYLE

Let's learn about you, your team, and your leadership style. Agree or disagree with the following statements in each category by circling the option that best describes you. Try not to overthink the statements or manipulate their meaning. These are best answered at face value.

Decision Making and Knowledge

Being a leader means having the answers and making decisions.

Strongly Disagree | Disagree | Unsure | Agree | Strongly Agree

I find it productive consulting my team's input when I have to make a decision.

Strongly Disagree | Disagree | Unsure | Agree | Strongly Agree

I feel comfortable delegating important tasks to others.

Strongly Disagree | Disagree | Unsure | Agree | Strongly Agree

My team/employees know quite a bit about how and why certain decisions are made.

Strongly Disagree | Disagree | Unsure | Agree | Strongly Agree

I trust my team/employees to make decisions on the job.

Strongly Disagree | Disagree | Unsure | Agree | Strongly Agree

Management and Authority

I need to closely monitor my team/employees' work and provide feedback in order to ensure that they are doing their job.

Strongly Disagree | Disagree | Unsure | Agree | Strongly Agree

My team/employees should always follow my instructions without question since I'm the one leading them.

Strongly Disagree | Disagree | Unsure | Agree | Strongly Agree

Though there is a time and a place to communicate about issues, I have an open-door policy.

Strongly Disagree | Disagree | Unsure | Agree | Strongly Agree

I maintain a certain level of distance from my team/employees because I prefer to keep personal relationships separate from professional relationships.

Strongly Disagree | Disagree | Unsure | Agree | Strongly Agree

If I saw a team member/employee outside of work, I would feel awkward and hope they wouldn't notice me.

Strongly Disagree | Disagree | Unsure | Agree | Strongly Agree



Feedback and Transparency

Providing feedback is important, even if it may be uncomfortable or difficult.

Strongly Disagree | Disagree | Unsure | Agree | Strongly Agree

I am confident in my ability to provide feedback to my team/employees.

Strongly Disagree | Disagree | Unsure | Agree | Strongly Agree

Receiving feedback is important, even if it may be uncomfortable or difficult.

Strongly Disagree | Disagree | Unsure | Agree | Strongly Agree

I am confident in my ability to receive feedback from my team/employees.

Strongly Disagree | Disagree | Unsure | Agree | Strongly Agree

Transparency in communication is key to building trust with my team/employees.

Strongly Disagree | Disagree | Unsure | Agree | Strongly Agree

Safety and Security

Though I care about the financial stability of my team/employees, it is not my responsibility to help.

Strongly Disagree | Disagree | Unsure | Agree | Strongly Agree

Talking about financial stability and concerns should only be discussed with HR or upper management.

Strongly Disagree | Disagree | Unsure | Agree | Strongly Agree

I am comfortable and like where I currently stand financially.

Strongly Disagree | Disagree | Unsure | Agree | Strongly Agree

The current salary/pay offered to my team/employees is fair and competitive as it relates to surrounding, similar organizations and businesses.

Strongly Disagree | Disagree | Unsure | Agree | Strongly Agree

I am approachable to my team/employees when they have financial questions and concerns.

Strongly Disagree | Disagree | Unsure | Agree | Strongly Agree

Which category or specific statement(s) above did you hesitate to answer the most, or were unsure about? Which of these topics would you like to explore more of in *Moto30* to help you better understand your leadership style?



YOUR GOALS AND AMBITIONS

Now that we've uncovered some truths and taken a closer look at your leadership style, let's learn about your goals, ambitions, plans, and expectations before diving into *Moto30*. Take some time to answer the questions below. If you run out of room, consider continuing your answers in a separate notebook.

1.) What are your long-term goals (5- 10 years) for your career, your team, and your organization? How do you see yourself making an impact?

2.) What legacy do you hope to leave as a leader? What do you want people to remember you for?

3.) What are your specific top 3 priorities for the next year? How will you measure your success in achieving these priorities?

4.) What are the biggest challenges you are currently facing in your leadership role? How do you plan to address these challenges?

5.) What are your core values and beliefs as a leader? How do these values inform your decision-making and actions?



6.) What are some of the key skills or areas of knowledge you want to develop further as a leader? How do you plan to go about developing these skills?

7.) How do you balance short-term demands with long-term planning and vision? What strategies do you use to ensure you are focused on both?

8.) What are your strategies for building and maintaining strong relationships with your team members/employees? How do you stay connected to their needs and concerns?

9.) How do you foster a culture of innovation and growth within your team and organization? What are some of the key initiatives or programs you have implemented to promote creativity and change?

10.) How do you stay motivated and inspired as a leader? What do you do (either at work or at home) to recharge your batteries and stay focused on your goals and ambitions?

Brainstorm! In the box below, write down some random words that come to mind when you think of the word leadership.



YOUR LEADERSHIP KNOWLEDGE

As one final step, let's see how well you know the topics within *Moto30*. We will revisit these topics when you have completed *Moto30* so you can see how much you have developed as a leader. Rate each topic below (left) by circling the mood (right) that best represents your leadership knowledge and comfortability.

TOPIC	RATING
Motivation and Inspiration	
Communication and Feedback	
Decision Making and Problem Solving	
Work/Life Balance	
Vision and Strategy	
Emotional Intelligence	
Team Building and Collaboration	
Finding and Providing Resources	
Transparency and Approachability	
Remote or Hybrid Working and Learning	
Legacy Building and Mission Statement	
Workplace Morale and Work Ethic	
Maslow's Hierarchy of Needs	





The
starting
point is
always
now.
The end
is up
to you.

Ron Kaufman





In this Moto, we will explore how to protect your "wolf pack" when safety or success is threatened.

As a leader, you are singularly responsible for the well-being and success of your team. This means that you must be willing to put your people first, even in the face of adversity.

This is particularly true when it comes to protecting them from toxic co-workers, aggressive upper management, or any other form of harm that may threaten their safety or success.

In the words of Martin Luther King Jr., a true leader is measured by their ability to stand up for what is right, even in the face of challenge and controversy.

The ultimate measure of a man is not where he stands in moments of comfort and convenience, but where he stands at times of challenge and controversy."

- Martin Luther King Jr., American minister

Meet Tisha, a young and ambitious leader who was just promoted to lead a small team of engineers at a technology company. She was excited about the opportunity to lead her own team and was determined to make a positive impact. Before long, she found herself facing a difficult situation.

One of Tisha's team members, Chad, was a senior engineer with years of experience and a strong personality. Chad was respected by the team, but he had a tendency to be aggressive and dismissive to others, particularly the younger members.



Tisha quickly realized that Chad's behavior was causing morale problems within the team. Some of her team members felt uncomfortable working with him and were afraid to speak up.

Tisha knew she needed to take action to protect her team, but she was equally aware that Chad was a valuable member of the team and she didn't want to lose him or deal with a mutiny.

Tisha was faced with a fork-in-the-road decision. She could either ignore the problem and hope it would go away, or she could take a stand and confront Chad about his behavior. She knew that the decision she made would define her as a leader.

Tisha chose to take a stand. She scheduled a meeting with Chad and had an honest conversation about his behavior and the impact it was having on the team. He was defensive at first, but as Tisha calmly spoke, he

began to understand the seriousness of the situation. He apologized for his behavior and promised to change.

Tisha's decision to confront Chad was not easy for her. She was like most people and did not enjoy conflict. But she made the right decision. By protecting her team, she showed—and also fortified—her integrity and courage as a leader.

Tisha's team members were grateful for her intervention and the team's morale improved. Chad's behavior changed and he became a more effective team member.

As a leader, it is your responsibility to protect your team from harm, whether it comes from within or outside the organization. Sometimes, this will require you to make difficult decisions and confront difficult situations. Remember, a true leader is measured by their ability to stand up for what is right, even in the face of challenge and controversy.



SELF-GUIDED ACTIVITY

Reflect!

Reflect on a time you faced a situation where you had to choose between protecting your team or avoiding conflict. What did you do and why?

Consider a situation where a team member is behaving in a harmful way. How can this be addressed in a way that protects the team and the individual?

Think about the values that drive your leadership. Are there any you hold that may be in conflict with protecting your team? How can they be reconciled?

Take Action!

- Make a commitment to always put the well-being of your team first.
- Demonstrate integrity, courage, and fairness in your leadership style.
- Establish clear boundaries and expectations for your team's behavior.
- Address issues of toxicity or aggression within your team directly.
- Regularly assess the overall morale and well-being of your team.

Commit!

I commit to...



FILL IN THE BLANK

Based on what you have read in the Moto about protecting your "wolf pack," do your best to fill in the blank. You can find the answers in the story.

1 "As a leader, you are singularly responsible for the well-_____ and success of your team. This means that you must be willing to put your _____ first, even in the face of adversity."

2 "In the words of Martin Luther King Jr., a true leader is measured by their ability to _____ for what is right, even in the face of _____ and controversy."

3 In the story, Tisha knew she needed to take action to protect her team, but she was equally aware that Chad was a valuable member of the team and she didn't want to lose him or deal with a mutiny. She had to make a decision; she could either ignore the problem and hope it would go away, or she could take a stand and confront Chad about his behavior. Explain what decision Tisha ended up making and the result that decision had on the team.





In this Moto, we will explore the impact of being poorly equipped for a job and how this can affect an employee's growth and development. We will also discuss how providing the right tools can benefit both the employee and the leader themselves.

As a leader, it is important to understand that **providing your team with the right tools is crucial for their success**. Not only does it increase productivity and efficiency, but it also ensures that your team can tackle any task or challenge that comes its way.

Let's start by looking at a young woman named Stacy and her experience working remotely.

“Never show up to a gunfight with a knife.”

- Old Western Adage

Stacy was working for ABC Construction for the past year. She had her workspace perfectly set up for her role, with two monitors, an adjustable sit-stand desk, a headset, and an ergonomic chair. However, when the company office went remote, they sent her a laptop but her request for her desk, chair, and monitors became weeks of broken promises.

Stacy had a terrible time adjusting to these new work conditions. She felt crippled without her familiar setup and her morale began to spiral downward. As a result, she resigned and found a more supportive company.





This scenario is not unique to Stacy. Many employees have been forced to work remotely due to the pandemic, and, for many, requests to management for equipment or upgrades to improve their new remote workspace have landed on deaf ears. Some employees were even told, "Be grateful you still have a job."

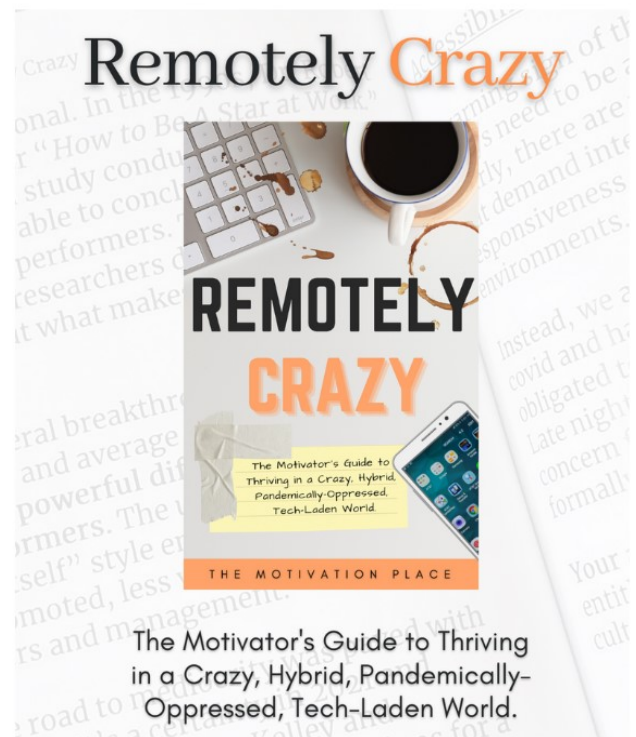
As a leader, it is your responsibility to make sure your team is optimized for success. You can't expect optimal performance with suboptimal gear. Providing your team with the right tools addresses several levels of Maslow's Hierarchy of Needs.

For example, providing the necessary equipment helps employees to better provide for themselves, reducing threats to their safety and security. Properly equipping employees builds their confidence and self-esteem, and makes them feel valued and included.

Knowing what your team needs will give you real clarity to help manage performance expectations.

When your team knows they are properly equipped, that they are being invested in, and their needs are taken seriously, morale and performance soar.

For leaders with remote workers especially, check out "Remotely Crazy," available on Amazon. It is full of valuable resources that will help you better your team and provide you with specific applications for your remote journey.



SELF-GUIDED ACTIVITY

Reflect!

Reflect on a time when you were not properly equipped for a job. How did you feel during this time? Did you feel included, valued, and supported?

Reflect on a time when you were the leader and had a team member who was not properly equipped. How did you handle this situation? What could you have done differently to improve the process?

Take Action!

- Be intentional about assessing and understanding the equipment needs of your team.
- Encourage open communication about recommendations.
- Invest in the resources that are necessary for your team to succeed.
- Provide proper and flexible training for employees to use and maintain the tools and equipment provided to them.

Commit!

I commit to...



HOW TO LEAD

A REMOTE-WORKING TEAM

Leading a remote team is new territory for many leaders. There are both downsides and upsides, and each situation requires flexible accommodations.

On the downside, both you and your team are subject to the common remote work ills of feeling isolated, lack of motivation, the feeling that work is never done, home distractions, and technical challenges. On the upside, and perhaps one of the greatest, is that both you and your team can work from any location, which means less overhead cost, increased mental health, and increased productivity.

Whatever the challenge is to remote work, there is always a solution for leading your team. Here are just three good practices for leading a remote team:



Level Up Your Team with Resource Support

Not just any resource, but the right ones! Your team members may not be technologically advanced, for example. So when it comes to using certain apps and programs for work, you may need to take some time to catch them up on usability and provide them with proper training.



Keep Everyone on the Same Page

Self-motivation is necessary for remote workers, but it's also important that everyone on the team remains on the same page. Make sure to always schedule positive and productive meetings to discuss updates, such as market changes, team shifts, short and long-term goals, etc.



Create A Digital Home Base

Online tools are a useful way to keep remote workers organized and productive. Fortunately, there are a lot of apps, such as Slack, Trello, or Discord, to build a sort of "virtual hang out," while staying on task.





In this Moto, we will explore the importance of integrity and keeping your promises as a leader. Your ability to follow through on your commitments can impact the morale, trust, and performance of your team.

Kate was recently promoted to manager at a fast-paced, growing tech company. Filled with optimism and a can-do spirit, she was eager to support her team and colleagues at every turn.

To Kate's surprise, she found out that her predecessor hadn't exactly been the pillar of support the team needed. There were requests coming in from all directions—coaching, training, essential resources, even personal situations that needed immediate support. With her strong desire to help, Kate ended up promising more

Promises are the uniquely human way of ordering the future, making it predictable and reliable to the extent that this is humanly possible."

- Hannah Arendt, philosopher, author

than she could deliver. The commitments piled up and she soon found herself struggling to meet them all.

This didn't go unnoticed. Team members and colleagues saw deadlines slipping and promises being left unfulfilled, which quickly chipped away at the hope they had that things might improve with new leadership.

A few weeks into Kate's new job, she already felt like she was playing catch-up. Between daily managerial duties, learning the ropes of her new role, and the growing list of promises to keep, she was starting to doubt whether she could handle it all.



Kate began working longer hours and taking on even more tasks. Unfortunately, this only seemed to fuel her stress and exhaustion, leading to a further dip in her performance.

Kate decided to seek help. She reached out to her senior manager, a person who had a reputation for turning around struggling teams and departments.

Kate felt awkward and embarrassed to share her struggles with someone she wanted to impress, but she did so candidly, and the senior manager appreciated her openness. She agreed to mentor her and guide her through the difficulties she was facing.

Their weekly meetings became a wellspring of knowledge for Kate. She learned about effective delegation, task prioritization, and balancing her team's needs with her own capacity. She discovered the art of pushing back respectfully and setting clear boundaries. She was given advice on building trust through open communication and understanding each team member's strengths and weaknesses.

Kate started having more transparent conversations with her team, explaining her challenges, and asking for their patience and cooperation.

Kate sought to delegate tasks more effectively, tapping into each member's unique skills and promoting a sense of shared responsibility.

Kate found herself more in control. Her mentor's guidance had opened her eyes to the nuances of effective leadership, making her a better, more confident leader. The unfulfilled promises slowly dwindled as she tackled them systematically.



Kate's team began to see a noticeable shift. They appreciated her transparency and trust she placed in them by delegating tasks. They felt more involved and valued, which boosted their morale and productivity.

Kate was no longer playing catch up. She had successfully navigated the challenges of her new position, not just surviving, but thriving to self-actualization, Maslow's highest level of needs. The experience taught her the value of seeking guidance and the impact it could have on her leadership skills.



SELF-GUIDED ACTIVITY

Reflect!

Reflect on a time when someone broke a promise to you. This could be recently from the workplace, or when you were a child. How did you feel?

Have you ever broken a promise with someone, or committed to something prematurely? What can you do to avoid this in the future, especially with your team, and show them that you are committed?

Take Action!

- Make a commitment that you will keep your promises so you can improve trust and respect within your team.
- Identify and implement a system for tracking your commitments and promises (see the template on the next page).
- Review your list of promises regularly and take immediate action if you are falling behind.

Commit!

I commit to...



PROMISE TRACKER

In the story, Kate's team began to see a noticeable shift in team transparency because she prioritized delegating tasks. They felt more involved and valued, which boosted their morale and productivity. To be an effective leader, you must stay on top of your promises and priorities. Use this promise tracker to help you enhance your reputation as a leader.

DATE	COMMITMENT/PROMISE	PRIORITY (1-10)	DONE
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