Improve Your Job Fit:

Maximize Your Potential, Performance, Motivation, Satisfaction, and Success

Portions adapted from the book:

<u>Managing Yourself, Managing Others: Learn How to Improve Effectiveness,</u> <u>Productivity, and Work Satisfaction</u>

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Introduction

The primary goal of this development process is to help you better understand what motivates you to do your best and to use that knowledge to increase your chances of maximizing your potential, performance, motivation, satisfaction, and success. By doing so, you will likely experience a greater sense of meaning and purpose through the work and activities you engage in.

Let's begin.

If you have a copy of your MAP® (Motivated Abilities Pattern®) as a resource, it will be easier for you to complete the exercises. If you have not been through the SIMA® process (System for Identifying Motivated Abilities®) the easiest way to think of your MAP is to think in terms of your natural interests and abilities; conditions and circumstances that you find highly motivating to work within; and ways you enjoy interacting with people. Everyone has preferences in these areas. When you tap into them you will feel involved, engaged, and highly motivated. I often refer to these as your motivated strengths. Sometimes I refer to them as your God-given natural talents.

However, it is important to realize that there is a difference between your motivated strengths and your 'Can Do' skills.

Your motivated strengths as defined by your MAP, describe what you naturally focus on—where your attention naturally goes; activities, interests, and situations that energize and motivate you through which you receive a tremendous sense of satisfaction. Whereas 'Can Do' skills are things you can do but don't highly energize and motivate you, and certainly don't grab your interest and stimulate your energy the way your motivated strengths do.

If you had to spend a large part of your day doing work that is not highly motivating to you, that doesn't energize you, your chances for satisfaction and success would decrease considerably. In contrast, when you are doing work that highly motivates and energizes you, there is a greater chance that you will feel satisfied and successful.

However, being motivated to function in certain ways is no excuse for not doing what needs to be done, something you have a responsibility for doing. We all need to adjust at times, but the more you need to bend and adjust yourself to function in ways that are not naturally motivating, the more you are likely to become frustrated and less motivated.

You can learn to successfully focus your attention on something that you don't naturally focus on and do well. You can turn what might be a weakness into a non-weakness. It may never become a strength, and you may never be great at it, but it won't be a weakness either. That is, you can develop 'Can Do' skills in areas for which you have responsibilities but are not highly motivated. But, keep in mind, that the more you engage in activities using your motivated strengths and develop them, the greater your chance for improved job fit and performance and the greater the chances you will experience feelings of meaning, purpose, satisfaction, and success.

The principles and other learnings and awareness gained through this development process can also be applied to non-paid work and activities like parenting and avocational pursuits.

To better understand how to identify your motivated strengths (your MAP) and apply them, please refer to my book, <u>Managing Yourself Managing Others: Learn How to Improve</u> Effectiveness, Productivity, and Work Satisfaction.

Part A

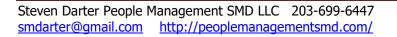
What is Motivationally Important to You?

Being able to evaluate whether an opportunity plays to your motivated strengths is an invaluable tool. Also valuable is having the ability to articulate to others what variables are likely to maximize your potential, performance, motivation, satisfaction, and success. This knowledge can lead to better job fit and development decisions and actions.

In Part A you will be asked to list and prioritize characteristics that are motivationally important to you. This will enable you to more effectively complete Part B.

Abilities

Using your MAP as a resource or your understanding of your motivated strengths, list below the abilities you should look to use to maximize your potential, performance, motivation, satisfaction, and success and when making development and job fit decisions. After you complete this list, prioritize it with #1 being the most important to you.



Subject Areas

Using your MAP as a resource or your understanding of your motivated strengths, list below the subject areas you should look to work with and through to maximize your potential, performance, motivation, satisfaction, and success and when making development and job fit decisions. After you complete this list, prioritize it with #1 being the most important to you.

Work Environment, Circumstances, Conditions

Using your MAP as a resource or your understanding of your motivated strengths, list below the work environment characteristics, circumstances, and conditions to work within, that you should look for to maximize your potential, performance, motivation, satisfaction, and success and when making development and job fit decisions. Some may trigger your motivation, some may sustain it, and some may both trigger and sustain it. Once you have completed your list, prioritize it with #1 being the most important to you.

Ways to Work with and Interact with People

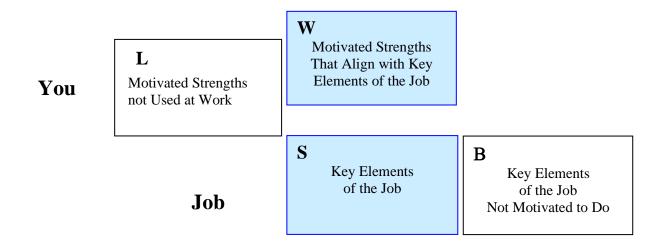
Using your MAP as a resource or your understanding of your motivated strengths, list below ways to work with and interact with people that will maximize your potential, performance, motivation, satisfaction, and success and when making development and job fit decisions. After you complete this list, prioritize it with #1 being the most important to you.

Once you have made these lists it will be easier to complete the exercises on the following pages

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Part B

A Simple Concept



<u>L</u> When your Motivated Strengths are not required by the job.

People often find ways to use their motivated strengths, their MAP outside the job. This is a waste for the organization because the best a person has to give is not being utilized and developed. A **loss** for both the person and the organization.

<u>W&S</u> When your Motivated Strengths fit the job.

This is where there is the greatest chance for job fit, satisfaction, development, excellent performance, success, and feelings of meaning and purpose. A **win** and **success** for both the person and the organization.

<u>B</u> When the job requirements call for Motivated Strengths that you don't have.

The more a job calls for motivated strengths a person doesn't possess, the worse the job fit and the greater the likelihood that the person will feel frustrated and perform marginally or poorly. This is obviously **bad** for both the person and the organization.

Examining Your Current Job using this Simple Concept

Using your MAP as a resource or your understanding of your motivated strengths which of your motivated strengths are being used in your current job (Boxes W&S)? These would be ones to capitalize on and develop more fully.

Using your MAP as a resource or your understanding of your motivated strengths which of your motivated strengths are not being used in your current job (Box L)? These would also be ones to capitalize on at work and develop more fully.

Using your MAP as a resource or your understanding of your motivated strengths which activities in your current job involve using motivated strengths that you don't have (Box B)? These activities would be ones that you might want to delegate, try to have assigned to others, or reduce your involvement in, particularly if they cause you to be a marginal or poor performer. If they are a part of your job and you can't delegate or have them assigned to others, they would be areas to develop so that they don't become areas of weakness.

Actions You Can Take

Based on what you have written down, what actions can you take and what development opportunities could you pursue to improve your job fit and maximize your potential, performance, motivation, satisfaction, and success? Use separate sheets of paper as needed.

A Second Simple Concept

	Motivated To Do	Not Motivated To Do
Do Well	A Motivated To Do and Do Well	B Not Motivated To Do but Do Well
Don't Do Well	C Motivated To Do but Don't Do Well	D Not Motivated To Do and Don't Do Well

D This is work you are not motivated to do and don't do it well.

If this is a large part of your job, you are failing at work, unmotivated, and most likely feeling frustrated. If you are a manager, you clearly don't want your employees to be caught in Box D. If this is a small part of your job, then you can persevere as best you can to do it well or find someone who can do it for you, and who will do it well.

C This is work you are motivated to do but are not doing well.

There should be a significant opportunity for development and improvement here because the work plays to your motivated strengths, your MAP. A mistake a manager can make is to just see the poor performance and not the undeveloped natural talent and potential. The key to effectively managing yourself (or others, if you are a manager) is to develop the skills, knowledge, and experience in areas of motivated strengths.

B This is work you are not motivated to do but are doing well.

A mistake your employer can make is to just see the good performance and give you more of that type of work. As the work becomes a larger part of your job, it will likely lead to a decrease in your motivational drive. This is a key reason why many employees change jobs or fall into the ranks of ineffective or marginal. You want to avoid putting yourself into Box B for long periods of time, and as a manager, you want to avoid keeping your employees in Box B for a large percentage of the time.

A This is work you are motivated to do and do well.

This is your strike zone. This is where you should want to spend most of your time at work. If you are a manager, you want your employees to be working in Box A as much as they can and to develop your employees so they move as much as they can from Box C to Box A.

Using this Concept to Examine Your Current Job

List all activities of your current job and next to each activity the percentage of time you spend in that activity. Use separate sheets of paper as needed. Try to be specific when listing those activities, as opposed to listing a few generalized functions. Set up your list so that each activity is classified into one of the four categories listed below.

- BOX A (Motivated to Do and Do Well)
- BOX B (Not Motivated to Do, But Do Well)
- BOX C (Motivated to Do, But Don't Do Well
- BOX D (Not Motivated to Do and Don't Do Well)

Hopefully, you will spend considerable time making your list very specific. You will benefit by doing so. For example, you may have written down managing people, but it would be better to write down the names of the specific people you manage and treat each as a separate activity. You may realize that managing some people falls into one box, whereas managing other people falls into different boxes. The same with attending meetings, going on sales or customer calls, writing reports, working on financials, planning, strategizing, administering, operations, etc. The more specific you make your list, the more you might realize things you might not otherwise realize as you complete the exercises below.

List activities in your current job that you are not motivated to do and don't do well (Box D.) It is in your best interest, as well as the interest of management, to have these activities assigned to someone else if possible. Use separate sheets of paper as needed.

List activities in your current job that you are motivated to do but don't do well (Box C.) These activities represent significant opportunities for developing your potential because you are motivated to do them but lack the training or experience necessary to do them well. Use separate sheets of paper as needed.

List activities in your current job that you are not motivated to do but are doing them well (Box B.) If you could delegate these activities or have them assigned to others, you would improve your job fit and satisfaction. Use separate sheets of paper as needed.

List activities in your current job that you are motivated to do and are doing well (Box A.) The more you can focus on these activities, the greater your chances for the kind of satisfaction and success that a good job fit brings. Use separate sheets of paper as needed.

Actions You Can Take

Of the activities that are not a good fit with your motivated strengths (ones you are not highly motivated to do) that you listed, which can you reduce, eliminate, delegate, or try to have assigned to others? Use separate sheets of paper as needed.

What new responsibilities in your job could you seek that would build on and be a good fit with your motivated strengths? Use separate sheets of paper as needed.

Given your work situation and employer, in what ways can you develop yourself in areas that fit well with your motivated strengths? Use separate sheets of paper as needed.

Which 'Can Do' skills should you develop so they don't become or remain a weakness? Use separate sheets of paper as needed.

What activities and factors in your current job are having a major negative impact on your motivation and satisfaction? Use separate sheets of paper as needed.

Pulling it All Together

Reviewing all that you have written down, what changes can you make and what development opportunities can you pursue that would improve your job fit and maximize your potential, performance, motivation, satisfaction, and success? Use separate sheets of paper as needed.