

Monday Motivation to Create the Well- Living Workplace

11 Insights

Dr. Stephen Hobbs



Monday Motivation to Create the Well-Living Workplace

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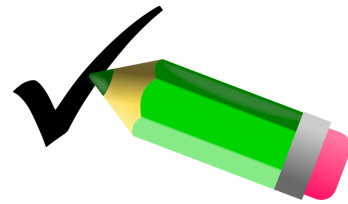
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Thank you for downloading a copy of this book. It contains 11 Monday Morning Insight Questions, Tips, & Activities to create the well-living workplace.

Share your ideas with those you lead
because when you do you
Help Them Help YOU Manage-Lead



Suggested Process in Reading This Activity Book

Read each insight.

Answer the accompanying question.

Complete reflection continuum request.

Have you involved others? Have they read, answered, completed the same insight as you.

Because together you can decide how to apply the insight for the week!

Henceforth - is “your” about you or about you and those you manage-lead?

In answering, reflecting, considering ...
Let that dirt into the oyster to encourage the pearl to form.

Monday Motivation to Create the Well-Living Workplace

Choose one (or more) of the insights for your Monday Meeting.

Decide how to apply the insight for the week ahead.

Document your thoughts using whatever sticky note system works for you.

Take the action... that is, move the insight into leading, thought into action, plan into projects >>

Reflect on your action ... keep it, delete it or alter it! Add to your notes.

Repeat the process next Monday; that is, select a new insight, work the steps above AND keep the first insight moving forward.

For the third Monday, **choose** a third insight and wash, rinse, repeat the process while not losing the ongoing action_learning and outcome_results from implementing the previous insights.

And each Monday thereafter - until you completed this book.

Of course – use whatever combination of statements and time that makes sense to you.

#1 THE WELL-LIVING WORKPLACE INVOLVES FOSTERING A WORKPLACE CLIMATE WHERE YOU LEVERAGE SHARED EXPERIENCES THROUGH GENERATIVE CONVERSATIONS.

foster → encourage, promote

climate → what happens along the lines and in the boxes of the organizational chart

leverage → use to maximum advantage

generative → groups produce re: production; individuals perform re: performance

conversation → exchange of ideas via spoken words

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**Question** → Have you fostered conversations at meetings—whether one-to-one or in groups—that encourages the generation of new ideas?

If yes – provide evidence!

If no, why not?

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Reflection Continuum → On a scale of 1 to 9, **how important is this insight to your workplace within the next year?** Given an 8 or above, consider the tip below. If 7 or below, choose another insight and come back later and ask the question again.

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Ask:

- How will this insight influence my workplace for the upcoming week?
- How will this insight influence how I manage-lead?
- How will this insight help them to help me manage-lead?

Tip → Your Monday Motivation, for the week ahead ...

Manage a portion of your next 5-9 person staff meeting (more people, adapt the activity) to include this well-living workplace activity:

Ask each person to share three ways to improve the workplace.

Have the first person share the three ideas. (As the facilitator, you are not the person to share - you can add your ideas later. Focus on the process!)

The next person selects one idea from the three and piggybacks to one of the first person's three ideas WITH LIMITED EXPLANATION (maybe 20 seconds - it's about sharing the ideas to develop the idea chain map for dialogue later).

Each person links one idea from the three they have brought to continue the idea chain or return to either of the two ideas mentioned by the first person to start another idea chain.

Keep track of the chain(s) - through visual language.

Have all persons connect their three ideas to the idea chain(s) - including yours! [It's possible an idea deserves its own idea chain. You can start a fourth, fifth chain OR place the idea in the parking lot for the next meeting. However, if possible, do not use the parking lot technique. Instead, find a way to weave the idea into the idea chains. If it's important for the person to identify the idea, it's important to weave the idea(s) into the conversation. In doing so, you are facilitating a generative conversation!]

By the end of the meeting, It's important all persons in attendance get to share their three ideas and the ideas are recorded. Facilitate dialogue ... So what? Now what? What else?

NOW -

- decide what action is required
- identify the anticipated outcomes
- generate a mini-action project
- manage the project

#2 THE WELL-LIVING WORKPLACE INVOLVES ENCOURAGING AN INSPIRED HUMANITY AT ALL LEVELS OF YOUR WORKPLACE.

encourage → give support, hope to someone

inspire → fill someone with the urge to do something

humanity → about human beings collectively

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**Question** → Do you encourage your staff to their time to someone else within the organization (e.g., mentor)? Or even outside the organization?

If yes – provide evidence!

If no, why not?

~~~

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Ask:

- How will this insight influence my workplace for the upcoming week?
- How will this insight influence how I manage-lead?
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Tip → Your Monday Motivation, for the week ahead ...

Manage a portion of your next 5-9 person staff meeting (more people, adapt the activity) to include this well-living workplace activity:

Ask someone to share a story of how they helped another person or group at work or outside of work (e.g., volunteer activities, recreation activities, etc.).

In sharing the story, ask the person to link the experience to the workplace.

Ask others to add their connections to the story.

Document the experience(s) and highlights of the ensuing conversation.

With documentation, you have an interesting story to share in the company newsletter (with permission) and/or details for a possible recognition award.

NOW -

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#3 THE WELL-LIVING WORKPLACE INVOLVES KNOWING YOUR WORK-RELATED FORCES THAT HELP YOU DISCOVER APPRECIATIONS AND EXPLORE SOLUTIONS.

knowing → awareness of something, have knowledge about

force → strength or energy as an attribute of physical action or movement

appreciations → recognition of something; understanding of a situation

solutions → solving a problem; dealing with a difficult situation

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**Question** → Have you identified what is hindering and helping you in your own work and/or that of your group?

If yes – provide evidence!

If no, why not?

~~~

Reflection Continuum → On a scale of 1 to 9, **how important is this insight to your workplace within the next year?** Given an 8 or above, consider the tip below. If 7 or below, choose another insight and come back later and ask the question again.

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Ask:

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- How will this insight help them to help me manage-lead?

Tip → Your Monday Motivation, for the week ahead ...

Manage a portion of your next 5-9 person staff meeting (more people, adapt the activity) to include this well-living workplace activity:

Identify three things that you want to continue doing as a group

Identify three things you want to start doing as a group

Identify three things you want to stop doing as a group

Prioritize the nine items.

Determine the action you will take as a group to deal with priority one.

[Often small wins are important - look at prioritization as the fastest to eliminate rather than net the biggest return.]

Ask, “Will the action we take with priority one affect the other 8 items - that is, cross off one or more of the remaining item(s)?”

Assign consequences for not taking the agreed-upon action.

Monitor the action over the next 21 days to ensure a collective investment of effort.

Return to the list and action the next item.

Continue onto all items are complete.

Variation:

You can do 2 or 3 at a time if the group is up for the challenge.

NOW -

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#4 THE WELL-LIVING WORKPLACE INVOLVES TRANSITIONING YOUR WORKPLACE FROM A REACTIVE PERSPECTIVE TO A CREATIVE PERSPECTIVE.

transition → shifting from one state to another; from one place to another

reactive → showing a response to stimulus - in workplace, often seen as hindering

creative → involving imagination, developing new ideas

perspective → a particular attitude towards something; point of view

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**Question** → Have you reflected on whether your personal and group decisions are reactive, responsive, or generative?

If yes – provide evidence!

If no, why not?

~~~

Reflection Continuum → On a scale of 1 to 9, **how important is this insight to your workplace within the next year?** Given an 8 or above, consider the tip below. If 7 or below, choose another insight and come back later and ask the question again.

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Ask:

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- How will this insight help them to help me manage-lead?

Tip → Your Monday Motivation, for the week ahead ...

Manage a portion of your next 5-9 person staff meeting (more people, adapt the activity) to include this well-living workplace activity:

Take one important decision you made at the last meeting and ask if the decision was reactive, responsive, and/or generative.

To know which it is, evaluate the outcome of the decision.

Then ask:

If reactive ... what would happen if we were responsive?

If responsive ... what would happen if we were generative?

Then ask: Would it have been helpful if we had 'refreshed' the decision; that is, agreed the decision was not enough and returned to our conversation to identify a better decision.

Depending on your evaluation, be guided for your next decision.

Each decision made is a learning event to be leveraged for growth.

NOW -

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- identify the anticipated outcomes
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- manage the project

#5 THE WELL-LIVING WORKPLACE INVOLVES SPEAKING ABOUT THE BEHAVIOR, SITUATION, AND REFLECTIVE NATURE OF YOUR WORKPLACE CULTURE.

speaking → conveying information; expressing thoughts & feelings in spoken language

behavior → the way in which a person acts, conducts oneself

situation → location, surrounding, place; circumstances in which one finds oneself

reflective → thoughtful; relating to deep thought

culture → about human interactions & the artefacts that result from those interactions

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**Question** → Have you listened to the stories others share about the organization ... or watched how people behave when meeting together?

If yes – provide evidence!

If no, why not?

~~~

Reflection Continuum → On a scale of 1 to 9, **how important is this insight to your workplace within the next year?** Given an 8 or above, consider the tip below. If 7 or below, choose another insight and come back later and ask the question again.

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Ask:

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- How will this insight influence how I manage-lead?
- How will this insight help them to help me manage-lead?

Tip → Your Monday Motivation, for the week ahead ...

Manage a portion of your next 5-9 person staff meeting (more people, adapt the activity) to include this well-living workplace activity:

Observe/listen to how people are interacting with one another.

Their behaviour/words provide a glimpse into their beliefs.

And their beliefs frame their perceptions.

And their perceptions become their reality - what they do, what they say!

Therefore, in the meeting space before you ... you have a glimpse into the culture of your group.

Of what you observe and hear, does it contribute to the mission and vision of the organization, or your department, of your group?

If yes, celebrate!

If no, look through more insights in this book for help!

Suggestion ... this insight is worth a second meeting!

NOW -

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#6 THE WELL-LIVING WORKPLACE INVOLVES ARTICULATING YOUR CONTRIBUTION TO THE ORGANIZATION'S VISION.

articulating → express an idea or feeling fluently and coherently

contribution → offering insight; offering effort in support of something

vision → being able to see; the organization vision = statement of group action_outcome

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**Question** → Have you shared your version of the organization vision in words that inspire you and others who work with you?

If yes – provide evidence!

If no, why not?

~~~

Reflection Continuum → On a scale of 1 to 9, **how important is this insight to your workplace within the next year?** Given an 8 or above, consider the tip below. If 7 or below, choose another insight and come back later and ask the question again.

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Tip → Your Monday Motivation, for the week ahead ...

Manage a portion of your next 5-9 person staff meeting (more people, adapt the activity) to include this well-living workplace activity:

Write out the organization* vision statement on the whiteboard.

*Organization = the act of organizing, not the organizational vision

Ask everyone to comment on how the vision words and phrases are enacted in your meeting.

Ask each person to acknowledge how they personally contribute to the vision statement.

*** Record the important elements of each person's story on a flip chart turned away from the group.

*** Ask someone from outside the group to serve as a recorder. Someone the group would agree is okay to hear and see the ideas shared.

Once everyone has shared their story, turn the flip chart around and look over the ideas.

From sharing the personal connections with the organization vision statement, a vision story for the group will begin to unfold.

NOW -

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#7 THE WELL-LIVING WORKPLACE INVOLVES DEALING WITH NON-URGENT, PRIORITY TASKS.

non-urgent → a situation that does not require immediate action

priority → the fact of being treated as more important

~~~

**Question** → Have you taken the time to guide your group in identifying the non-urgent, priority tasks for the next 90 days?

If yes – provide evidence!

If no, why not?

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Reflection Continuum → On a scale of 1 to 9, **how important is this insight to your workplace within the next year?** Given an 8 or above, consider the tip below. If 7 or below, choose another insight and come back later and ask the question again.

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Ask:

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Tip → Your Monday Motivation, for the week ahead ...

Manage a portion of your next 5-9 person staff meeting (more people, adapt the activity) to include this well-living workplace activity:

List all of the *group tasks* that influence every member of the group together.

Number each task.

Assign a low to high priority and non-urgent to urgent status to each task.

Draw a 2x2 table with urgency on Y-axis and priority on X-axis.

Enter the task number in the appropriate area of the table.

Based on the assignment of all task numbers to the matrix ...

Manage the high-priority, non-urgent tasks immediately.

For those tasks marked high priority and high urgency decide how to manage these tasks now. With this identifier, the group is in a difficult situation. It means there has been ineffective action with the task, which may gravely affect the group's workplace.

Deal with these tasks now without expense to high priority, non-urgent tasks you are working on.

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**#8 THE WELL-LIVING WORKPLACE INVOLVES
FRAMING YOUR WORK AS THOUGH YOU ARE SHOOTING
A MOVIE RATHER THAN TAKING SNAPSHOTS FOR A
PHOTO ALBUM.**

frame → a basic structure that underlies or supports a system or concept

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**Question** → Have you taken some time to reflect on the bigger picture of what has been happening to your work and/or group's work?

If yes – provide evidence!

If no, why not?

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Reflection Continuum → On a scale of 1 to 9, **how important is this insight to your workplace within the next year?** Given an 8 or above, consider the tip below. If 7 or below, choose another insight and come back later and ask the question again.

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Tip → Your Monday Motivation, for the week ahead ...

Manage a portion of your next 5-9 person staff meeting (more people, adapt the activity) to include this well-living workplace activity:

Ask each person to suggest a movie title for your workgroup.

In addition, ask them to provide a short commentary on the movie and its connection to the group - workplace.

The movie is a metaphor for what is happening around you.

Ask yourself if that movie is what you would like to show at the local film festival.

If yes, then shoot your version of the film.

If no, work on scripting another screenplay.

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#9 THE WELL-LIVING WORKPLACE INVOLVES ENSURING TRANSITION IN ORGANIZATION DOES NOT OCCUR AT THE EXPENSE OF PERSONAL SECURITY.

security → a state of being free from danger whether physical, mental, and/or spiritual

~~~

**Question** → Have you seen any incidents where personal security has been at the expense of group decisions?

If yes – provide evidence!

If no, why not?

~~~

Reflection Continuum → On a scale of 1 to 9, **how important is this insight to your workplace within the next year?** Given an 8 or above, consider the tip below. If 7 or below, choose another insight and come back later and ask the question again.

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Ask:

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Tip → Your Monday Motivation, for the week ahead ...

Manage a portion of your next 5-9 person staff meeting (more people, adapt the activity) to include this well-living workplace activity:

Share your understanding of the upcoming shared workload in a way that highlights the benefits of the work to the group members.

Ask if they are uncomfortable with what is being asked of them.

They can report to you individually and/or if they feel comfortable they can share their concerns in the meeting.

Because you have thought through the benefits of the upcoming workload assignment, counter concerns through the benefits.

NOW -

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#10 THE WELL-LIVING WORKPLACE INVOLVES CHECKING IN WITH THOSE WHO SHOW INTEREST IN YOUR WORKSPACE AND LIFE SPACE.

interest → state of wanting to learn something or about someone

workspace → a spatial representation of all the forces that control a person's work

life space → a spatial representation of all the forces that control a person's behavior

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**Question** → Have you shared aspects of your life—things about yourself that they might not know—that provide glimpses into who you are as a person at work?

If yes – provide evidence!

If no, why not?

~~~

Reflection Continuum → On a scale of 1 to 9, **how important is this insight to your workplace within the next year?** Given an 8 or above, consider the tip below. If 7 or below, choose another insight and come back later and ask the question again.

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Ask:

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Tip → Your Monday Motivation, for the week ahead ...

Manage a portion of your next 5-9 person staff meeting (more people, adapt the activity) to include this well-living workplace activity:

(Optional activity - ensure it's agreeable to do so)

Ask each person to share something about the connection between their life space and workspace.

You can start and share something that connects who you are with how you lead and manage.

Offer who you think is a great leader.

Share how you weave characteristics of each person's leadership-management into your leading-managing.

Keep it short and punchy!

NOW -

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#1) THE WELL-LIVING WORKPLACE INVOLVES IDENTIFYING THE OUTCOME YOU SEEK RATHER THAN THE PROBLEM YOU HAVE IDENTIFIED.

outcome → the way it turns out, the consequence (identified to accomplished)

problem → a situation that is unwelcome, and needing to be dealt with

~~~

**Question → Have you identified the outcome you seek rather than the problem you have identified?**

If yes – provide evidence!

If no, why not?

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Reflection Continuum → On a scale of 1 to 9, how important is this insight to your workplace within the next year? Given an 8 or above, consider the tip below. If 7 or below, choose another insight and come back later and ask the question again.

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Ask:

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Tip → Your Monday Motivation, for the week ahead ...

Manage a portion of your next 5-9 person staff meeting (more people, adapt the activity) to include this well-living workplace activity:

Ask the group to identify problems to be dealt with.

Ask the group to identify outcomes to accomplish.

Ask which list they want to work on?

If Outcome List:

Ask - By working on the Outcomes List, will the major problem(s) dissolve?

If no, then add outcome-based statement(s) to deal with the problem(s)

Prioritize the Outcome List

Get started ...

Contact Coordinates

Website: <https://wellthmovement.com>

email: Stephen@wellthmovement.com

Blog: <https://wellthmovement.com/wellth-blog>

Bookstore: <https://wellthmovement.com/resources-store>

Use my Calendly link - for a 29-minute map and format call:
<https://calendly.com/wellthmovement/29-minute-map-conversation>

Possibilities:

Become a mentor:

[Mentoring Mentor Certification Recertification Verification](#)

About the Author



Stephen Hobbs is an experience-based educator (i.e., mentor, coach, facilitator, instructor).

His lived experience is borne of international travel, 30+ years of practical business mistakes and successes, writing and speaking, and listening to his mentors and coaches.

His work focus: Invite entrepreneurs to develop, deliver, and sustain their business pivots - their life pivots.

A **business pivot** is a conscious, organizational re:alignment all stakeholders communicate through the commitments they make and keep.

A **life pivot** is a conscious, personal re:creation you communicate through the commitments you make and keep.

Making business pivots involves making life pivots. They are complementary. To have one is to have the other. While the business to life pivot is the usual path, the life to business pivot is growing in importance. We are present for both.