



# TriMetrix®HD Personal Drive

# Personal Drive

A measurement of how strongly a person feels the need to achieve, accomplish, or complete something.

## Why is this skill important?

Personal drive is related to the level of personal motivation you are capable of bringing to bear on any given task that you feel is important. People who have strong Personal Drives tend to focus considerable intent on the completion of a task or objective once they are convinced of the benefits associated with its completion.

In contrast, people who are not strongly Personally Driven may have difficulty committing substantial internal resources toward the completion of a task, even once convinced of its importance. This can be due to a variety of factors, but the most common by far in the business setting is usually rooted in inadequate role awareness. This capacity can be improved by improving an individual's understanding of what is required to be competent in the role he or she has been hired into.

Everyone procrastinates to some degree—there's no way around it. But the pervasiveness of procrastination and the universal human tendency to procrastinate combine to make it a major time management problem. Sometimes, we don't even realize when we are procrastinating!

Procrastinating is a judgment call. It's highly subjective because the line between outright delay and compelling reasons for inaction can become blurred at times. Only you can know if you are procrastinating—because only you know if you are ready, willing, and able to act.

Here are three good questions to ask yourself when facing a task—this is part of a methodology developed by Robert D. Rutherford called the "Could, Should, and Would" method:

1. Could I do it now? If you are lacking the physical, mental, or organizational ability to do the activity, you may not really be procrastinating.
2. Should I do it now? If you think you should AND could do your work, but you aren't, you are probably procrastinating.

3. Would I do it now? Do you have the desire to take action? Your will to act is the underpinning to any positive, results-producing action. If you have the capability, the intent, and the desire to take action, but you haven't done it, you are definitely procrastinating.

Your personal drive is strongly related to overcoming procrastination. Your personal drive is what reminds you that you CAN, SHOULD, and WILL do tasks or complete projects—because they are important to you for some reason. Businesses have been using the cost-benefit analysis for years to determine the best way to use their capital. You, too, have capital to invest—your time, your energy, your knowledge. These are all important non-financial resources! The best thing you can do to keep yourself on track and your personal drive intact is to ask yourself, "What could delaying completion of this task cost me?" Similarly, ask yourself, "What benefits could I gain from delaying this?" Your responses should motivate you either to complete the task or to reassess its importance.

### **What are skills associated with Personal Drive?**

Someone who has mastered skills associated with a Personal Drive:

- Has made a point of learning what is expected of him or her in the job he or she is performing.
- Has a strong belief in the rewards that he or she will achieve by completing a task or job well.
- Has a powerful will to complete tasks that are assigned to him or her; a strong drive to meet high goals he or she has set for himself or herself.
- Has learned to avoid procrastination at all costs.

### **How do you develop your own Personal Drive?**

- Know what your job description is, what your supervisor expects of you, and what you expect of yourself. It may help to keep these expectations posted somewhere obvious in your office or workspace.
- Be confident. Remind yourself that you were hired for good reasons and that you have the skills and knowledge required to handle anything that comes your way.
- Remember that if you put off something today, you will probably put it off repeatedly until it becomes bigger and even more unpleasant!
- Push yourself—don't wait for someone else to push you. • Avoid distractions, disturbances, and interruptions that prevent you from doing meaningful work—clutter breeds confusion.

- Learn WHEN you are prone to procrastination so that you can address and analyze the problem as systematically as possible.
- Make achievement a habit. Expect yourself to complete tasks or jobs, and the more you do it, the easier the habit will get.
- Don't let other people distract your attention from important matters—ask them to pick a more convenient time to approach you.
- Divide big projects into smaller, easily defined units. It will make the undertaking less daunting and motivate you to action.

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## **Activities**

### **Activity 1: Cost/Benefit Analysis**

Make a list of all of the things that you COULD or SHOULD be doing or have done that you HAVEN'T done.

For EACH of the items you listed above, answer the following questions:

(a) "What could delaying this task COST me?"

(b) "What BENEFIT could I get from delaying the task?"

Use your answers to motivate you to complete the task, OR create an action plan for each item that will get you to where you are comfortable completing the task.

## Activity 2: Procrastination Log

This activity will help you pinpoint the causes of procrastination in your life. For the next month, keep a log of things that you are procrastinating about. Try to answer the following questions about each item:

1. When am I procrastinating about this?
2. What stalling technique am I using to avoid completing this task?
3. Where am I procrastinating about this task?
4. Is someone intentionally or unintentionally assisting me in my procrastination on this task?

When the month is over, look over your procrastination log. What patterns are there? Can you pinpoint what your typical procrastination pattern is? What can you do to help avoid procrastinating, knowing what you now know about your pattern?

## Activity 3: Reasons for Success

In order to accomplish things in our lives—from the mundane to the truly phenomenal—we must be inspired and motivated to achieve. Mundane, uninspiring answers to the question, "Why do you get up in the morning?" include:

- "Because my alarm went off."
- "Because I had to go to work."
- "Because it's what I do every day."

Give the question some thought yourself. See if you can come up with a list of truly inspiring reasons why you get up every day. Reasons why you want to achieve things in your life. Why are you motivated to go to work? And so on.

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