



# Management & Supervisory NOTES

Human Resources  
*Helping U Succeed*

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## Getting Your Mojo Back\*

When the trials and tribulations of the job get in the way of your enthusiasm, how do you “get your mojo back?”

One public service administrator admits it was hard for her to face the reality that her mojo was lost – or at least misplaced. When she finally recognized what was going on with her, she shared with a trusted colleague how negativity and frustration were getting her down. The conversation that followed helped remind her of the many successes, large and small, for which she was responsible, and the long string of positive contributions she had to her credit. She felt an immediate boost, and recaptured a sense of the purpose behind each day's challenges and a renewed enthusiasm about the work.

Another administrator credits interior decorating for helping him get his mojo back. Simply the act of rearranging his work space or reorganizing the overwhelming piles of paper stimulates freshness in how he approaches the daily challenges. He also makes a point of deliberately changing the focus of his attention. Instead of stressing about the things that are getting in the way of progress, he sets himself to working out a plan that moves him in the direction of his goal. Reaching mini-goals along the way gives him occasions for satisfaction, a sure-fire mojo activator. Another of his strategies may not seem designed to recapture mojo, but that's what it does. He challenges himself to do at least one kind, supportive thing each day for each of the people he works with. “When I invest the time and energy for this, the same kind of behavior comes back to me. Instead of running on a depleted battery, my battery gets charged.”

You may not be able to control the circumstances that wear you down and drain your mojo, but here's something you can do. Take a moment to remember an achievement you're especially proud of and think back to how you were feeling when doing that work. Determined? Excited? Empowered? Motivated? Enthusiastic? Expansive? Optimistic? Challenged? Proud? What words fit for you? Then pick a current task that has you feeling “blah” and identify one thing you can do to turn your feelings around. Only one thing, that's all. Perhaps it's focusing on the positive outcome you can expect once the task is completed. Perhaps it's anticipating the relief you'll feel when it's done. Or maybe it's the sense of having some control. Whatever it is, it will bring about a shift towards getting your mojo back. Try it.

*\*ICMA Ethics Matters, August 2014*

### **OPUS Tip for Hiring Supervisors and Managers:**

Want your new employees to contribute and add value on Day One? The sooner that new hire information is entered in OPUS, the better it is for all stakeholders. It is imperative to enter new hire information at a minimum of one week before a new employee's start date. Delaying this process has a domino effect and negatively impacts the set up of the employee's computer, telephone, email, OPUS access and FACE access. The delay also affects the New Employee Orientation Program. Please help make your new employees' experience a positive one!