**Training Fiche Template**

|  |  |  |
| --- | --- | --- |
| **Title** | Self-efficacy, Motivation and Productivity-boosting Strategies for Smart Workers | |
| **Keywords (meta tag)** | smart working productivity, self-motivation, self-efficacy, smart working, work autonomy, focus | |
| **Provided by** | Kleinon | |
| **Language** | English | |
| **Area** | Digital and online communication |  |
| Team and people engagement from home |  |
| Work-life balance |  |
| Self-well being |  |
| “How to boost your team productivity from home?” |  |
| Remote project management |  |
| Agile Management by Objectives |  |
| “Smart” self-efficacy | **X** |
| Leadership and Motivation in the Smart Working era |  |
| Teleworking: a selection of digital tools to manage your business |  |
| **Objectives / goals / learning outcomes** | | |
| Better understanding of self-efficacy and its relevance within the context of smart work  Improved ability to identify the main sources of distraction and time wasters as a smart worker  Improved ability to set goals and create your own strategies to stay motivated and effectively completing tasks as a smart worker | | |
| **Description** | | |
| This module aims brings to attention several important points related to smart working and how it is different from traditional work in terms of motivation sources, autonomy and self-reliance.  It addresses aspects such as self-efficacy, self-motivation, focus, productivity – and how can we improve our skills and learn to walk or play our way through our work which can sometimes be challenging, boring or strenuous – by ourselves, without the external motivation factors and immediate pressure of a traditional workplace. | | |
| **Contents arranged in 3 levels** | | |
| Module name: Self-efficacy, Motivation and Productivity-boosting Strategies for Smart Workers  **Introduction**   * 1. Unit name: Smart self-efficacy   2. Section 1: What is self-efficacy?      1. Definition: the power of believing in your ability to succeed      2. Context: How is self-efficacy relevant for smart workers   3. Section 2: How self-efficacy works      1. Performance Outcomes      2. Vicarious Experiences      3. Verbal Persuasion      4. Physiological Feedback      5. Imagined experiences  1. Unit name: Self-motivation    1. Section 1: What is self-motivation and why is it important for smart workers       1. Definition       2. Context 2. Unit name: Productivity-boosting strategies    1. Section 1: Productivity Strategies       1. Productivity       2. Tips to increase productivity and effectiveness    2. Section 2: Avoiding distractions and remaining focused       1. Focus: what it is and why is it difficult to maintain it       2. Distractions: main sources of internal and external distractions | | |
| **Contents in bullet points** | | |
| Introduction  Smart work and its challenges   * Smart working requires increased levels of work autonomy and self-reliance * We need to learn how to motivate ourselves and remain productive without the external factors such as pressure, supervision, immediate feedback, punctual directions   Self-efficacy, motivation and focus in EU Competence Frameworks   * Self-efficacy is listed in EntreComp under resources area, thread ‘believe in your ability’, different proficiency levels   **Unit 1 Self-efficacy**  What is Self-efficacy   * Self-efficacy can be defined as ‘the power of believing in your own ability to succeed   How self-efficacy Works   * Concept first launched by Albert Bandura, who signals 4 sources of self-efficacy, respectively: * Performance Outcomes * Vicarious Experiences * Verbal Persuasion * Physiological Feedback * Fifth source, imagined experiences or visualization later added by James Maddux   **Unit 2 Self-motivation**   * What is Self-Motivation and Why Is It Important in Smart Working Contexts * Self-motivation can be defined as ‘the internal state that helps us initiate, continue, or terminate a behavior.’ * Smart work is defined by high degrees of flexibility and autonomy * Improved ability to focus without relying exclusively on will power and unnecessarily spending energy * Reduced stress levels; * Improved performance and productivity; * An overall sense of well-being and accomplishment;   **Unit 3 Productivity-boosting Strategies**   * Productivity Strategies and Games * Setting smart goals increases productivity * When setting work goals, it is important to take into consideration broader life goals, values, team goals, resources * Productivity games can help increase motivation levels when performing boring tasks or tasks which are below the current skill level of the worker (e.g. turing an activity into a challenge by setting a time limit) or creatively solve current problems (e.g. finding smarter solutions). * Focus * Can be defined as ‘the ability of an individual to direct mental effort on the most relevant information in the environment’.’ * It is a skill and it can be improved with practice * It is influenced by a variety of factors (physiological, mental, environmental) and fluctuates in time * Avoiding Distractions * Internal distraction sources: over or under-stimulation, negative self-talk, unresolved issues, worry, fatigue * External distraction sources: social media, chores around house, busy work, email, chat, environmental stimuli, noise | | |
| **5 glossary entries** | | |
| **5 glossary entries**  **self-efficacy:** ’a person’s particular set of beliefs that determine how well one can execute a plan of action in prospective situations.’ (Bandura)  **performance outcome:** within the context of self-efficacy, ‘performance outcomes’, along with vicarious experiences, verbal persuasion, physiological feedback and imagined experiences, represent a source out of which people extract and interpret information to build their belief in their ability to perform at given tasks. Both positive and negative experiences influence further performance at given tasks. Previous positive performance at a given task increases peoples’ trust in their own ability of performing well at a similar task in the future.  **self-motivation: ‘**the internal state that helps us initiate, continue, or terminate a behavior’ (**Berkley Well-being Institute**)  **focus:** also referred to as ‘mental focus’ is a skill (therefore it can be developed), which can be defined as ‘the ability of an individual to direct mental effort on the most relevant information in the environment.’  **productivity game:** whereas there is no ‘official definition’, it refers to game-like strategies employed to increase people’s motivation and effectiveness while performing a (usually strenuous or boring, work-related) task.It might help making tasks more challenging and enjoyable, and therefore increase productivity levels. | | |
| **Bibliography and Further References** | | |
| Bandura A., *On the Functional Properties of Perceived - Self-Efficacy Revisited*, Journal of Management  Vol. 38 No. 1, January 2012 9-44, DOI: 10.1177/0149206311410606;  Caloisi I., *Smart Working*, 2020, <https://epale.ec.europa.eu/en/blog/smart-working>;  McCallum E., Weicht R., McMullan L., Price A., *EntreComp into Action: get inspired, make it happen* (M. Bacigalupo & W. O’Keeffe Eds.) , EUR 29105 EN, Publications Office of the European Union, Luxembourg, 2018. ISBN 978-92-79-79360-8, doi:10.2760/574864, JRC109128;  Milasi S. et al., *Telework in the EU before and after the COVID-19: where we were, where we head to,* 2020, European Commission, JRC120945;  SAMEK LODOVICI M., et al., *The impact of teleworking and digital work on workers and society*, Policy Department for Economic, Scientific and Quality of Life Policies, Directorate-General for Internal Policies, April 2021;  Vasilescu C., *The impact of teleworking and digital work on workers and society - Case study on Romania (Annex VII)*, Publication for the committee on Employment and Social Affairs, Policy Department for Economic, Scientific and Quality of Life Policies, European Parliament, Luxembourg, 2020. | | |
| **5 multiple-choice self-assessment questions** | | |
| 1. Choose the true options: 2. What I think about my ability to complete a task doesn’t influence the results, it depends exclusively on my skills and level of difficulty 3. **Seeing similar people performing well at a given task increases individuals’ belief that they can also do well in similar conditions.** 4. **Verbal encouragement from other people doesn’t matter in the context of smart working** 5. **While believing in our ability to perform is important, we should also be aware that we need to remain realistic and take into consideration our REAL skill and competence level when taking on a challenge**   2) Which of the following situations can be considered examples of self-motivation at work  **a) Starting and completing tasks in time without the need of external supervision or pressure**  **b) Remaining focused on what we have to do long enough to achieve our goals**  **c) Initiating new projects or actions even if we are not obliged in any way to do so**  3) The following options is/are TRUE about productivity  a) it is exclusively determined by the level of competence  **b) goal-setting can be considered a productivity strategy**  c) if I work from home, it is imperative to create an environment which is as close as possible to the traditional office in order to be productive  4) Which of the following are FALSE about FOCUS:  **a) the ability to focus (to direct mental effort towards relevant information and actions) is genetically determined and therefore you cannot do anything to improve it**  b) the ability to focus is affected by physical, physiological, mental, emotional and environmental factors  **c) the ability to focus is not as important for smart workers as they are not exposed to external stimuli and distraction as those working into a traditional environment**  5) Which of the following are INTERNAL sources of distraction:  **a) Worrying about past/future events or about being judged by others**  **b) Negative self-talk**  c) Email and social media | | |
| **Related Material** |  | |
| **Related PPT** | Self-efficacy, Motivation and Productivity-boosting Strategies for Smart Workers | |
| **Reference Link** |  | |
| **Video in YouTube format (if any)** |  | |