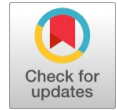


Leading to Up-gradation of Motivation Levels: Essential in Implementing Job Duties in a Satisfactory Manner

Radhika Kapur



Abstract: *From the stage of early childhood, throughout the lives of the individuals, they are required to carry out number of job duties and responsibilities. In order to carry these out in a well-organized manner, one needs to lead to up-gradation of motivation levels. As a consequence, their mind-sets will be stimulated and they will put in their best efforts in carrying out job duties in a well-organized manner. As a consequence, one will possess the abilities to work under stress. Furthermore, they will be able to cope with different types of dilemmas and challenging situations in a satisfactory manner. In addition, these are prevented from giving rise to impediments within the course of doing well in one's job duties and generating desired outcomes. The individuals, belonging to all professions and fields need to lead to up-gradation of skills and abilities. These need to be put into operation in a well-organized and disciplined manner. The individuals are required to make sure, they are putting into operation the competencies, abilities and aptitude in an appropriate manner. Furthermore, the individuals need to ensure, they are promoting well-being of others, including family and community members. Therefore, leading to up-gradation of motivation levels is essential in implementing job duties in a satisfactory manner. The main concepts that are taken into account in this research paper are, understanding the meaning and significance of motivation levels, measures to be put into practice in leading to up-gradation of motivation levels and advantages of leading to up-gradation of motivation levels.*

Keywords: *Abilities, Awareness, Individuals, Job Duties, Methods, Motivation Levels, Skills, Up-gradation*

I. INTRODUCTION

The individuals are different from each other in terms of number of factors, i.e. castes, creeds, races, religions, genders, age groups, ethnicities, educational qualifications, occupations, communities and socio-economic backgrounds. In spite of these differences, all individuals have one of the common goals of bringing about improvements in one's overall quality of lives. Hence, one needs to put emphasis on generating information in terms of different types of job duties and responsibilities. Furthermore, one needs to be well-informed in terms of methodologies and procedures (Rivera, 2010) [1].

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These are referred to the ways of doing well in one's job duties and responsibilities. In order to do well in one's job duties and generate desired outcomes. It is necessary for individuals to lead to up-gradation of motivation levels. As a consequence, the mind-sets of the individuals will be stimulated and they will put in their best efforts in doing well in one's job duties and generating desired outcomes. Therefore, it is well-understood, leading to up-gradation of motivation levels is essential in carrying out all types of tasks and activities in a well-organized and satisfactory manner.

The individuals are required to be well-equipped in terms of different types of job duties and responsibilities. These are put into practice in personal and professional lives. These are manageable, as well as complicated, these are put into practice in more amount of time or can be less time-consuming and these are put into operation on one's own as well as through working in collaboration and integration with others (Velve, 2020). The individuals are required to be well-informed in terms of various techniques, which are facilitating in carrying out all types of job duties and responsibilities in a well-organized manner. Furthermore, it is necessary for individuals to lead to up-gradation of concentration levels [2]. These are the key in promoting enhancement of motivation levels. In addition, it is necessary for individuals to be well-equipped in terms of all the factors, which are facilitating in doing well in one's job duties and generating desired outcomes. Therefore, it is well-understood, possession of adequate information in terms of job duties and responsibilities will be facilitating in generating desired outcomes.

A. Understanding the Meaning and Significance of Motivation Levels

Awareness is regarded as one of the vital areas that is important for individuals, belonging to all communities, categories and socio-economic backgrounds. The possession of awareness in terms of different factors is facilitating in doing well in one's job duties and responsibilities, achieving desired goals and objectives and meeting the expectations of other individuals, within and outside the homes. The individuals are required to make sure, they are inculcating the traits of morality, ethics, diligence and conscientiousness. These traits are facilitating in coping with various types of dilemmas and challenging situations in an effective manner. As a consequence, all types of dilemmas and challenging situations will be prevented from assuming a major form.



When the individuals are aware in terms of different subjects and concepts, one will be able to lead to up-gradation of motivation levels.

As a consequence, the mind-sets of the individuals will be stimulated towards carrying out all types of job duties and responsibilities in a well-organized and satisfactory manner. In addition, all types of setbacks will be prevented from giving rise to barriers within the course of putting into operation different types of tasks and activities. Furthermore, one is augmenting awareness in terms of different factors, which are essential in leading to progression. Therefore, an understanding of the meaning and significance of motivation levels is acquired, when one is rendering an important contribution in generating awareness in terms of various areas.

The individuals are required to be well-equipped in terms of different types of methodologies and procedures within the course of putting into operation different types of job duties and responsibilities. The methodologies and procedures are referred to the ways of doing well in one's job duties and responsibilities and achieving desired goals and objectives. Furthermore, one will be able to meet the expectations of other individuals. The methodologies and procedures can in some cases be cumbersome and tedious. With advancements taking place and with the advent of modernization and technologies, one needs to put emphasis on augmenting information in terms of different types of pioneering methods and materials.

Hence, the individuals are required to understand the concepts in an effective manner. Furthermore, they are required to get engaged in regular practice. The regular practice will be facilitating to the individuals in honing confidence levels. Furthermore, one will be able to overcome the feelings of apprehensiveness and vulnerability. In addition, one will be able to put in efforts to their best abilities in doing well in one's job duties and generating desired outcomes. Hence, generating information in terms of different types of methodologies and procedures is essential in leading to progression. Therefore, one is able to acquire an efficient understanding of the meaning and significance of motivation levels, when they are able to acquire an understanding of methodologies and procedures. The individuals get overwhelmed by different types of dilemmas and challenging situations within the course of putting into practice different types of job duties and responsibilities. The different areas in terms of which these take place are, tasks, activities, functions, methodologies, procedures, techniques, approaches, work pressure, lack of implementation of time-management skills, lack of analytical, critical-thinking and problem-solving skills, inability to create a balance between personal and professional lives, scarcity of financial, technical, material and information resources, lack of infrastructure, amenities and facilities and so forth. In cases of all types of dilemmas and challenging situations, one needs to be well-equipped in terms of different types of ways of coping with these in an effective manner. Furthermore, one needs to ensure, these are prevented from giving rise to impediments within the course of putting into operation different types of tasks and activities. The individuals are required to put emphasis on leading to up-gradation of motivation levels within the course of carrying out all types of job duties and responsibilities. As a consequence, all types of dilemmas

and challenging situations will be prevented from assuming a major form. Therefore, individuals are able to acquire an efficient understanding of the meaning and significance of motivation levels, when they are able to cope with dilemmas and challenging situations in an effective manner.

B. Measures to be Put into Practice in Leading to Up-gradation of Motivation Levels

It is understood on a comprehensive basis that individuals are required to be well-informed in terms of different types of tasks and activities. In order to do well in these and generate desired outcomes, one needs to augment information in terms of importance of motivation levels. The up-gradation of motivation levels will be facilitating in carrying out all types of tasks and activities in a well-ordered and satisfactory manner (Social Skills, 2020). As a consequence, one will be able to get well-prepared in order to do well in one's job duties and responsibilities [3]. Hence, individuals, belonging to all professions and fields are required to be well-informed in terms of different types of measures, which are facilitating in leading to up-gradation of motivation levels. All types of measures are required to be put into operation in a well-organized and regimented manner. In other words, positivity needs to be reinforced in all types of measures. Therefore, measures to be put into practice in leading to up-gradation of motivation levels are stated as follows:

C. Formulating Goals and Objectives

The individuals, belonging to all communities, categories and socio-economic backgrounds have different types of goals and objectives to achieve, i.e. acquisition of good-quality education; promoting enhancement of one's career prospects; getting engaged in employment opportunities; bringing about improvements in one's financial positions; augmenting different types of skills and abilities; reinforcing the traits of effectiveness, morality and reliability; promoting good health and well-being, physically and psychologically; forming an effective social circle, comprising of family and community members; promoting enhancement of overall personality traits and bringing about improvements in one's overall quality of lives.

It is of utmost significance to be well-informed in terms of different types of strategies that are facilitating in achievement of desired goals and objectives. All types of strategies are to be put into operation in a well-ordered and regimented manner. Furthermore, it is understood on a comprehensive basis that motivation levels need to be honed in order to carry out tasks in a well-organized manner. Therefore, formulating goals and objectives is regarded as one of the indispensable measures to be put into practice in leading to up-gradation of motivation levels.

II. MAKING WISE AND PRODUCTIVE DECISIONS

The individuals are required to make wise and productive decisions in terms of different areas, i.e. education, employment opportunities, careers, settlement, property, assets, travelling and so forth.



In making wise and productive decisions in terms of various areas, analysis needs to be conducted in terms of different types of alternatives and options that are available. After the analysis is conducted, selection is made of the most suitable and worthwhile alternative or option. The individuals put into practice decision-making processes on one's own or through obtaining ideas and suggestions from others, including family and community members.

As a consequence of making wise and productive decisions in terms of various areas, one will be able to promote enhancement of motivation levels. The main reason being, when one has made appropriate decisions in terms of various areas, one will be able to put in efforts to their best abilities in doing well in one's job duties and generating desired outcomes. Therefore, making wise and productive decisions is one of the significant measures to be put into practice in leading to up-gradation of motivation levels.

A. Honing Analytical and Critical-Thinking Skills

The individuals need to put emphasis on honing analytical and critical-thinking skills. These are the essential skills, which are required within the course of putting into operation various types of tasks and activities in personal and professional lives. The analytical skills are facilitating in conducting analysis in terms of different types of alternatives and options that are available. After the analysis is conducted, selection is made of the most suitable and worthwhile alternative or option. On the other hand, critical-thinking skills are facilitating in implementing rational, logical and methodological thinking.

These skills are facilitating in leading to up-gradation of motivation levels towards putting into practice different types of job duties and responsibilities. As a consequence of leading to up-gradation of these skills, one will be able to promote enhancement of motivation levels. The main reason being, when one is able to make selection of best option, one will be able to put in efforts to their best abilities in doing well in one's job duties and generating desired outcomes. Therefore, honing analytical and critical-thinking skills is an eminent measure to be put into practice in leading to up-gradation of motivation levels.

B. Forming Positive Viewpoints regarding all Factors

From the stage of early childhood, throughout the lives of the individuals, they need to ensure, they reinforce positivity in their viewpoints and perspectives. This is regarded to be of utmost significance in leading to up-gradation of motivation levels. Furthermore, one will augment confidence levels and overcome feelings of apprehensiveness and vulnerability. The individuals are required to form positive viewpoints regarding all factors. The different factors in terms of which positive viewpoints needs to be reinforced are, job duties, responsibilities, methodologies, techniques, approaches, overall environmental conditions and individuals, whom one is working and dealing with. The reinforcement of positivity in viewpoints and perspectives will be facilitating in promoting enhancement of motivation levels. The individuals are required to make sure, they are making selection of the most suitable and worthwhile alternative or option. Furthermore, one will be able to put in efforts to their best abilities in doing well in one's job duties and achievement of desired

goals and objectives. Therefore, forming positive viewpoints regarding all factors is an expedient measure to be put into practice in leading to up-gradation of motivation levels.

C. Reinforcing a Constructive Approach

Throughout the lives of the individuals, they are required to acknowledge the meaning and significance of constructive approach. This is the approach that is facilitating in forming positive viewpoints in terms of various types of subjects and factors. The individuals are required to form positive viewpoints regarding all factors. The different factors in terms of which constructive approach needs to be reinforced are, job duties, responsibilities, methodologies, techniques, approaches, overall environmental conditions and individuals, whom one is communicating and working with. The reinforcement of constructive approach in terms of different types of viewpoints and perspectives will be facilitating in promoting enhancement of motivation levels. The individuals are required to make sure, they are making selection of the most suitable and worthwhile method or approach. Furthermore, one will be able to put in efforts to their best abilities in doing well in one's job duties and achievement of desired goals and objectives. Therefore, reinforcing a constructive approach is a prominent measure to be put into practice in leading to up-gradation of motivation levels.

III. AUGMENTING SKILLS AND ABILITIES

Throughout the lives of the individuals, they are required to put emphasis on leading to up-gradation of different types of skills and abilities. The different types of skills are, communication skills, analytical skills, critical-thinking skills, problem-solving skills, time-management skills, decision-making skills, technical skills, creative skills, presentation skills, professional skills, personal skills, artistic skills and intellectual skills. On the other hand, abilities, which need to be honed are, convincing, persuasion, planning, organizing, leading, controlling, co-ordinating, emotional intelligence, systems thinking, putting in efforts to one's best abilities, possessing the abilities to work under stress, coping with different types of problems and challenges in a well-organized manner and carrying out all types of job duties and responsibilities in a satisfactory manner. As a consequence of augmenting different types of skills and abilities, it is necessary for individuals to lead to up-gradation of motivation levels. These levels are facilitating in promoting enhancement of mind-sets of individuals towards carrying out all types of tasks and activities in a satisfactory manner. Therefore, augmenting skills and abilities is a notable measure to be put into practice in leading to up-gradation of motivation levels.

A. Forming Cordial and Amiable Terms and Relationships with others

The individuals are putting into operation some job duties on their own, whereas, others are carried out through working in collaboration and integration with other individuals, including family and community members.

Hence, it is of utmost significance to form cordial and amiable terms and relationships with others. The individuals generate information in terms of various factors through implementing effective communication processes.

As a consequence, one will be able to augment information in terms of various subjects and factors; exchange different types of ideas and viewpoints; obtain answers to all types of questions that are overwhelming and clarify doubts in terms of different types of subjects and concepts. When one establishes linkages with family and community members, one will be able to contribute efficiently in augmenting motivation levels towards putting into operation different types of tasks and activities. One of the important aspects is, one will obtain help in solving all types of problems. Therefore, forming cordial and amiable terms and relationships with others is a noteworthy measure to be put into practice in leading to up-gradation of motivation levels.

B. Putting in Efforts to one's Best Abilities

The individuals need to put in their best efforts in doing well in one's job duties and responsibilities and generating desired outcomes. The individuals need to possess adequate information in terms of different types of job duties and responsibilities. Furthermore, one needs to be well-equipped in terms of various techniques, which are facilitating in carrying out all types of job duties and responsibilities in a well-organized manner. Furthermore, it is necessary for individuals to lead to up-gradation of motivation and concentration levels. This is apparently understood that there are occurrences of dilemmas within the course of doing well in one's job duties and generating desired outcomes. Hence, through reinforcing this measure, one will be able to render an important contribution in overcoming setbacks and preventing these from assuming a major form. As a consequence, the mind-sets of the individuals will be stimulated and they will be able to put in efforts to their best abilities in generating desired outcomes. Therefore, putting in efforts to one's best abilities is a productive measure to be put into practice in leading to up-gradation of motivation levels.

C. Possessing the Abilities to Work under Stress

Possessing the abilities to work under stress is regarded as one of the essential measures to lead to up-gradation of motivation levels. The individuals need to possess adequate information in terms of different types of job duties and responsibilities to be implemented in personal and professional lives. Furthermore, one needs to be well-equipped in terms of various types of strategies, which are facilitating in carrying out all types of job duties and responsibilities in a disciplined manner. Furthermore, it is necessary for individuals to lead to up-gradation of motivation levels. This is apparently understood that there are occurrences of dilemmas within the course of doing well in one's job duties and generating desired outcomes. Hence, through reinforcing this measure, one will be able to render an important contribution in preventing them from giving rise to impediments within the course of achievement of desired goals and objectives. As a consequence, the individuals will do well in their job duties and incur the feelings of pleasure and contentment. Therefore, possessing

the abilities to work under stress is a useful measure to be put into practice in leading to up-gradation of motivation levels.

IV. Meeting the Expectations of others

Within personal and professional lives within the course of putting into operation different types of tasks and activities, one will have to meet the expectations of others. Within homes, family members have certain kinds of expectations from individuals. Within professional settings, i.e. educational institutions of all levels and in different types of employment settings, the educators and employers are individuals, who are having certain expectations from students and employees. They assign tasks and activities, which they expect others to carry out in a well-organized manner (What is Creativity? n.d.).

Hence, it is necessary for individuals to lead to up-gradation of motivation levels. As a consequence, the mind-sets of the individuals will be stimulated, they will put in efforts to their best abilities and possess the abilities to work under stress [4]. Furthermore, it is well-understood that one will render an important contribution in promoting enhancement of their career prospects and overall standards of living, when they will lead to up-gradation of motivation levels. Therefore, meeting the expectations of others is a suitable measure to be put into practice in leading to up-gradation of motivation levels [5].

A. Advantages of Leading to Up-gradation of Motivation Levels

An aimless life is a meaningless life. Hence, all individuals, belonging to all communities, categories and socio-economic backgrounds have different types of goals and objectives to achieve, i.e. acquisition of good-quality education; promoting enhancement of one's career prospects; getting engaged in employment opportunities; bringing about improvements in one's financial positions; augmenting skills and abilities; reinforcing the traits of efficiency, honesty and truthfulness; promoting good health and well-being, physically and psychologically; forming an effective social circle, comprising of family and community members; promoting enhancement of overall personality traits and bringing about improvements in one's overall quality of lives (Taylor, Cornelius, & Colvin, 2013). In order to achieve all types of goals and objectives, one needs to be well-prepared. In other words, one needs to augment information in terms of different types of methods that are facilitating in the achievement of desired goals and objectives. Furthermore, it is necessary for individuals to lead to up-gradation of motivation levels towards carrying out all types of tasks and activities in a well-ordered manner. Therefore, it is necessary to be well-informed in terms of advantages of leading to up-gradation of motivation levels, i.e. augmenting information regarding job duties and responsibilities; generating awareness in terms of various factors; augmenting knowledge regarding methodologies and procedures; utilizing different types of pioneering methods and materials and coping with different types of dilemmas and challenging situations. These are stated as follows:



B. Augmenting Information regarding Job Duties and Responsibilities

The individuals, belonging to all occupations, communities and socio-economic backgrounds are required to be well-equipped in terms of different types of job duties and responsibilities. These are put into practice in personal and professional lives. These are manageable, as well as complicated, these are put into practice in more amount of time or can be less time-consuming and these are put into operation on one's own as well as through working in collaboration and integration with others. The individuals are required to be well-informed in terms of various techniques, which are facilitating in carrying out all types of job duties and responsibilities in a well-organized manner. Furthermore, it is necessary for individuals to lead to up-gradation of concentration levels.

These are the key in promoting enhancement of motivation levels. In addition, it is necessary for individuals to be well-equipped in terms of all the factors, which are facilitating in doing well in one's job duties and generating desired outcomes. Hence, it is well-understood, possession of adequate information in terms of job duties and responsibilities will be facilitating in generating desired outcomes. Therefore, augmenting information regarding job duties and responsibilities is considered as one of the indispensable advantages of leading to up-gradation of motivation levels.

C. Generating Awareness in Terms of Various Factors

Awareness is regarded as one of the vital areas that is important for individuals, belonging to all communities, categories and socio-economic backgrounds. It is the key in leading to success. The possession of awareness in terms of different factors is facilitating in doing well in one's job duties and responsibilities, achieving desired goals and objectives and meeting the expectations of other individuals, within and outside the homes. The individuals are required to make sure, they are inculcating the traits of morality, ethics, diligence and conscientiousness. These traits are facilitating in coping with various types of dilemmas and challenging situations in an effective manner. As a consequence, all types of dilemmas and challenging situations will be prevented from assuming a major form. When the individuals are aware in terms of different subjects and concepts, one will be able to lead to up-gradation of motivation levels. As a consequence, the mind-sets of the individuals will be stimulated towards carrying out all types of job duties and responsibilities in a well-organized and satisfactory manner. In addition, all types of dilemmas and challenging situations will be prevented from giving rise to barriers within the course of putting into operation different types of tasks and activities. Furthermore, one is augmenting awareness in terms of different factors, which are essential in leading to progression. Therefore, generating awareness in terms of various factors is one of the significant advantages of leading to up-gradation of motivation levels.

D. Augmenting Knowledge Regarding Methodologies and Procedures

The individuals are required to be well-equipped in terms of different types of methodologies and procedures within the course of putting into operation different types of job

duties and responsibilities. The methodologies and procedures are referred to the ways of doing well in one's job duties and responsibilities and achieving desired goals and objectives. Furthermore, one will be able to meet the expectations of other individuals. The methodologies and procedures can in some cases be cumbersome and tedious. But in order to generate desired outcomes, it is necessary for individuals to be well-informed in terms of the factor that they need to acquire an efficient understanding of concepts. In addition, one needs to up-grade confidence and motivation levels. Hence, the individuals are required to understand the concepts in an effective manner. Furthermore, they are required to get engaged in regular practice. The regular practice will be facilitating to the individuals in honing confidence levels. Furthermore, one will be able to overcome the feelings of apprehensiveness and vulnerability. In addition, one will be able to put in efforts to their best abilities in doing well in one's job duties and generating desired outcomes. Hence, generating information in terms of different types of methodologies and procedures is essential in leading to progression. Therefore, augmenting knowledge regarding methodologies and procedures is an eminent advantage of leading to up-gradation of motivation levels.

E. Utilizing Different Types of Pioneering Methods and Materials

With advancements taking place and with the advent of modernization and technologies, one needs to put emphasis on augmenting information in terms of different types of pioneering methods and materials. The utilization of these will be facilitating in carrying out different types of tasks and activities in a satisfactory manner. The different types of these methods and materials are, utilization of charts, graphs, maps, pictures, images, models, structures, designs, tools, apparatus, machinery and different types of technologies. In all professions and fields, these are required to be utilized in a well-ordered and satisfactory manner.

Hence, the individuals are required to understand the concepts in an effective manner. Furthermore, they are required to get engaged in regular practice. The regular practice will be facilitating to the individuals in honing confidence levels. Furthermore, one will be able to overcome the feelings of apprehensiveness and vulnerability. In addition, one will be able to put in efforts to their best abilities in doing well in one's job duties and generating desired outcomes. Hence, generating information in terms of different types of pioneering methods and materials is essential in leading to progression. Therefore, utilizing different types of pioneering methods and materials is an expedient advantage of leading to up-gradation of motivation levels.

F. Coping with Different Types of Dilemmas and Challenging Situations

The individuals get overwhelmed by different types of dilemmas and challenging situations within the course of putting into practice different types of job duties and responsibilities.



The different areas in terms of which these take place are, tasks, activities, functions, methodologies, procedures, techniques, approaches, work pressure, unawareness in terms of different types of subjects and concepts, lack of implementation of time-management skills, lack of analytical, critical-thinking and problem-solving skills, inability to create a balance between personal and professional lives, scarcity of financial, technical, material and information resources, lack of infrastructure, amenities and facilities and so forth. In cases of all types of dilemmas and challenging situations, one needs to be well-equipped in terms of different types of ways of coping with these in an effective manner.

Furthermore, one needs to ensure, these are prevented from giving rise to impediments within the course of putting into operation different types of tasks and activities. The individuals are required to put emphasis on leading to up-gradation of motivation levels within the course of carrying out all types of job duties and responsibilities. As a consequence, all types of dilemmas and challenging situations will be prevented from assuming a major form. Therefore, coping with different types of dilemmas and challenging situations is a renowned advantage of leading to up-gradation of motivation levels.

V. CONCLUSION

Up-gradation of motivation levels is essential in leading to progression. Measures to be put into practice in leading to up-gradation of motivation levels are, formulating goals and objectives, making wise and productive decisions, honing analytical and critical-thinking skills, forming positive viewpoints regarding all factors, reinforcing a constructive approach, augmenting skills and abilities, forming cordial and amiable terms and relationships with others, putting in efforts to one's best abilities, possessing the abilities to work under stress and meeting the expectations of others. Advantages of leading to up-gradation of motivation levels are, augmenting information regarding job duties and responsibilities; generating awareness in terms of various factors; augmenting knowledge regarding methodologies and procedures; utilizing different types of pioneering methods and materials and coping with different types of dilemmas and challenging situations. Finally, it can be stated, honing motivation levels is facilitating in doing well in one's job duties and generating desired outcomes.

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