

FUEL THE CLOSE

How to Keep Teams Motivated at Month-End



MOTIVATION BOOSTERS

1. Snacks & Refreshments: Provide healthy snacks and drinks during crunch time.
2. Recognition: Acknowledge individual and team achievements.
3. Flexible Hours: Allow for adjusted schedules to accommodate workloads.



SET CLEAR KPIS AND EXPECTATIONS

1. Define Goals: Clearly outline what needs to be achieved.
2. Regular Check-ins: Hold brief daily meetings to assess progress.
3. Transparent Communication: Keep everyone informed about deadlines.



ROTATE TASKS TO PREVENT BURNOUT

1. Task Variety: Allow team members to switch roles when possible.
2. Skill Development: Encourage learning new aspects of the close process.
3. Monitor Workloads: Ensure no one is consistently overloaded.



VISUALIZE STRESS VS. PRODUCTIVITY

1. Stress Curve Diagram: Illustrate optimal stress levels for peak performance.
2. Awareness Training: Educate about recognizing signs of burnout.
3. Support Systems: Provide resources for stress management.

CELEBRATE SUCCESSFUL CLOSES



1. Team Celebrations: Organize small events or outings post-close.
2. Incentives: Offer bonuses or extra time off for meeting targets.
3. Feedback Sessions: Discuss what went well and areas for improvement.