

## Instructions for Taking the *Motivating By Appreciation Inventory*

*NOTE: you may want to print these, so you have them when you take the inventory.*

1. Go to [www.mbainventory.com](http://www.mbainventory.com) . On the home page you will see a blue button that says, "Take the MBA Inventory". Click on this button.
2. On the Take the Inventory page, you will then see a green button entitled, "Enter Registration Code". Click on this button.
3. On this Registration page, you are asked to enter your:
  - a) username and password (these are for you to recover your results at a later date, if you wish);
  - b) your first and last name (use the names you want used for the report that will be generated – probably the name you go by at work, versus your legal name);
  - c) Click on the blue "Register" button.
4. This will take you to a page that confirms your registration information. If you need to make corrections, you may do so by hitting the "update profile" button.
5. Click on the "Take the Inventory" button.
6. Please take the time to read the instructions – they are there for a purpose! Especially pay attention to the next to last paragraph which explains the repetition of some items.
7. Note a couple of characteristics of the inventory:
  - a) you will need to answer every item;
  - b) if you hit the "finish" button and some items are not completed, the program will not continue and will identify the items you need to complete;

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- c) Note: the test will “time out” if you do not enter any responses (after about 5 minutes). You will then need to start the test over.
  - d) Once all of the 30 items are answered, the inventory will move to the next section.
8. After all items are completed, you will come to a page that identifies your primary language of appreciation. It then gives you instructions on filling out the final section. This section allows you to identify the specific actions within your primary language that are most important to you, and also whether they are actions your supervisor or your colleagues may do for you. Try to identify the top 5-7 actions for you (i.e. not just 1 or 2, and not all of them). Feel free to add your own items, if there are actions valuable to you that aren't listed.
9. Once you have completed these items, you will come to a page with a “Print Results” button. Please click on this button.
10. You will then receive a pdf document of your individualized *Motivating By Appreciation* results.
- a) It would be good to save this on your computer (when you save it, please put your name in the title of the saved file name);
  - b) After you have read through the report, please email your report to your supervisor.

If you have any problems with successfully completing the test, first go to [www.m bainventory.com/ContactUs](http://www.m bainventory.com/ContactUs) . There are a series of common reasons why people have difficulty taking the inventory or getting the results and what to do about these issues. If you continue to have problems, you may email [admin@mbainventory.com](mailto:admin@mbainventory.com) for assistance.