



Health Matters Well-Being Toolkit: Employee Recognition

Public Employee Recognition Week is May 2-9, 2021 and Idaho State Employee Recognition Day is May 5, 2021!

WHY IS EMPLOYEE RECOGNITION IMPORTANT?

Everyone needs and deserves to feel appreciated. Recognition is a powerful motivator, and it contributes to higher employee morale and overall well-being. Feeling valued reminds us all that our contribution is meaningful. Appreciation is contagious (in a good way!) and fostering a culture of gratitude promotes a more positive workplace environment. Even though we only celebrate an “official” employee recognition day once a year, remember that appreciation efforts should be a year-round effort to support a healthy and happy workforce.

*“Nothing else can quite substitute for a few well-chosen,
well-timed, sincere words of praise.*

They're absolutely free and worth a fortune.”

-Sam Walton

F.A.S.T. APPRECIATION

Keep employee appreciation F.A.S.T., and we do not mean speedy! Consider the following when infusing more appreciation efforts into your office:

- **Frequent** – Appreciation should not be a novelty! Let the people around you know that you are grateful for their contributions regularly.
- **Authentic** – Appreciation is most powerful when it is genuine. An insincere or half-hearted expression of thanks could be worse than saying nothing at all.
- **Specific** – Tell your team members *exactly* what it is that you appreciate about them and the work that they do.
- **Timely** – If you notice something awesome that someone on your team has done, tell them when you notice! The longer you wait, the more likely you are to forget.

SIMPLE, LOW-COST APPRECIATION IDEAS



- **Thank You Note:** Write hand-written thank you notes to your team members. Take time to express your genuine gratitude. A heartfelt note is one of the most impactful methods of appreciation.
- **Walking Appreciation:** Schedule a one-on-one walk and talk with someone you want to acknowledge. Make it extra special by walking to a coffee shop and treating them to their favorite drink or healthy treat.
 - » *Virtual Team Adaptation:* Share your face-to-face appreciation virtually over a video chat or online meeting platform. Make tentative plans for a time in the future to get a coffee together.
- **You Rock:** Transform an ordinary rock into a fun and thoughtful memento with a little bit of paint and creativity. Create a unique rock for each team member.
- **Appreciation That Sticks:** Start an appreciation wall in a common area for your team to write and post sticky notes with little things they appreciate about one another.
 - » *Virtual Team Adaptation:* If most of your team is working from home create a virtual appreciation wall using a dedicated email chain or a platform like SharePoint or Teams.
- **Tiny Trophies:** Find \$1 store items that represent things you appreciate about your team like a flashlight for “*shining in dark situations*” or a whisk for “*whipping up solutions*.”
 - » *Virtual Team Adaptation:* If most of your team is working from home make virtual “tiny trophies” by using photos instead of physical items and email the images with the clever sayings to recipients.

*Employee recognition efforts do not need to be complicated.
Keep it simple and sincere!*
