



Every Day Recognition Ideas

- A simple "hello" at the start of the day and "goodbye" at the end of the day is an obvious but sometimes overlooked form of recognition. Spending just a few minutes chatting can open lines of communication and can set a positive tone for the day.
- Say a sincere thank you for a job well done. Do this often and be specific
- A personal note can be very meaningful.
- Tell your employee about positive comments that you hear from others.
- Use the organization's newsletter as a way of acknowledging an employee or thanking staff for a job well done.
- Acknowledge individuals or teams at a staff meeting, management meeting, board meeting, or special event. This is often meaningful for the recipient and can be a source of inspiration for others.
- Organize celebrations at the end of a project, after the quarterly review, individual milestones, team milestones or just because.
- Acknowledge birthdays, work anniversaries, new babies and other significant life events. Have a team meeting outside the office at the local coffee shop or restaurant.
- Ask an employee to represent you at a meeting outside the organization.
- Take someone to lunch to say than you
- Write down three things you appreciate about your direct reports or coworkers and give it to them.
- Have a "calendar of fun" that describes all of the activities happening every month in your area. i.e. Halloween Party, any lunch and learn, or charity event. It can also show all weird and wonderful national celebration days.
- Distribute rocks as awards. The rocks can range in size from a tennis ball to a football, but each is hand-painted with "YOU ROCK!" or, "You're a ROCKSTAR!"
- Create a recognition bulletin board to post thank you note or WOW cards. You can also use a big whiteboard and some dry erase pens. Use it to write notes of praise and appreciation to the team and to individuals.
- Give spontaneous high fives
- Coordinate an after-work get-together.
- Bring in homemade goodies or organize a potluck to recognize a team's hard work.
- Put employees' pictures on a bulletin board, or include an article about them in newsletters, intranet.
- Recognize employees demonstrating the Eastern Health values.
- Recognize community service and volunteer work.
- Send reminders to employees to recognize each other.
- Create an employee recognition suggestion box
- During team meetings, have members share one thing they value about each team member.
- Give a deserving employee a challenging assignment they requested.
- Consider opportunities for rotational assignments and job shadowing.
- Create computer-generated recognition forms/certificates, signed by senior leader.
- Share compliments from the public with an employee and put a copy in their personnel file.
- Award a "traveling trophy" that is given to a different employee each year.
- Invite a local dignitary or motivational speaker for an event at the office.
- Have a team photo contest.