



# 5-MINUTE APPRECIATION PLAN

People often struggle to feel valued and truly appreciated, both at home and at work. We all need to know that we matter. As managers and leaders, we want to create a place where employees love to come to work. Finding genuine ways to show appreciation is vital.

Our employees want us to hear their ideas, understand their perspectives, and help them overcome organizational obstacles. They also want to be appreciated.

When thanking people, show appreciation for a specific action, in a way that resonates with the recipient, and in a manner that doesn't come at the expense of others.

We discourage employee-of-the-month or employee-of-the-year programs because those recognition programs, which are intended to motivate people, instead often create competition and resentment among people who are supposed to be working together.

## Here are some ways we can show appreciation to teammates and employees.

**1. Send a thank you note.** In writing. By mail. **BONUS:** include a small gift card.

**3. Send a thank-you email** that is just to say thank you.

**4. Thank the person who alerts us to a problem.** We cannot fix something if we don't know about it.

**5. Bring cookies. Or brownies. Or donuts. Or energy bars.** Or anything that is easily shared with others to the office.

**6. Thank people publicly in an online forum.**

**7. Take a picture of a person** and turn it into a thank you card.

**8. Make a personalized video** to say thank you.

**9. Create a thank you white board** or bulletin board, where people can publicly thank others for specific actions.

**10. Send an article** that would be helpful, or about something of interest to someone. Say "I thought of you!"

**11. Make a donation** to that person's favorite charity.

**12. Schedule lunch to be delivered.**

**13. Buy a handful of \$10 gift cards** and make it a goal to give them out to teammates who are doing something nice for others.

**14. Schedule bring-your-dog-to-work day.** Allow people with allergies to work from home that day.

**15. Schedule "productivity days"** where employees can choose to work from home.

**16. Schedule a massage therapist** to come to the office and give people neck massages.

**17. Encourage volunteer or self-care afternoons,** where people are encouraged to get away from the office and do something fun and different.

**18. Offer tickets** to a play, concert, or sports event.

**19. Take a meeting outside** to a park and have a picnic.

**20. Have a thought-of-the-week whiteboard.** Encourage anonymous comments by asking interesting questions such as:  
Who in history would you like to have dinner with? What was your first job? Where would you go on a dream vacation? What is your favorite Christmas cookie?