



RECOGNITION WORKSHEET

Use this sheet to prepare your thoughts before giving someone public recognition. Remember to give spontaneous encouragement when you "catch people doing good," and never underestimate the power of sincere appreciation!

To: _____ **From:** _____
(person to be recognized) (person giving recognition)

1) THE PERSON:

Share something about this person's work history, job responsibilities, or personal interests.

2) THE STORY:

What did this person do that you appreciate? (Give details such as when, where, and what happened.)

What character quality or leadership trait did these actions demonstrate? Try to focus on one character quality that captures what the person did.

3) THE BENEFITS:

How did this person's actions benefit others? How did it benefit you or the organization?

Recognition Tips:

- Be specific and sincere.
- Don't poke fun or embarrass.
- Print a certificate. Place a copy in personnel file.
- Don't compare with other people.
- Avoid saying "He always..." or "She never..."
- Give a token of appreciation, and be creative!

