Health Matters Well-Being Toolkit: Employee Appreciation

_Idaho State Public Employee Appreciation Week Day is May 11-15, 2020!

WHY IS EMPLOYEE APPRECIATION 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 Appreciation Week once a year, remember that appreciation efforts should be a year-round effort to support a healthy and happy workforce.

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.

“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
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.
  » Social Distancing 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.
  » Social Distancing 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.”
  » Social Distancing 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 appreciation efforts do not need to be complicated. Keep it simple and sincere!