



TAKE TIME TO CELEBRATE!

50 easy and inexpensive ways to recognize and reward individuals or your whole team:

1. SAY THANK YOU! The easiest, most appreciated, and most often overlooked, way to recognize an accomplishment -- and do it in front of others for added impact.
2. Immediate goodies: when something great happens, instantly break out the candy bars, make a run for frozen yogurt, call for a pizza delivery. And make a big deal of it!
3. Change the dress code for a day: to celebrate a success, allow jeans or shorts for a day (subject to manager guidelines, i.e. style, length, etc.)
4. Give small, inexpensive awards that can be displayed at desks or in work areas (stars, stickers, symbolic toys, ribbons, certificates) to individuals who have achieved a goal.
5. Create a "traveling trophy" that is awarded to a selected individual each week, each month, or when a moment of great sales or service occurs. Define the criteria, and involve the staff in selecting the winner.
6. Use time off as an incentive; award points that equate to 5 or 10 minutes. Points can be accumulated and used (with manager permission) for a longer lunch, an afternoon off, or coming in late.
7. Use yourself as an award: offer to work in someone's place when they deserve a reward. Or wash their car, clean their house, babysit their children, cook them a meal!
8. Make a fool of yourself - it's always a good morale-booster! If a goal is achieved, you will dance the macarena, take a pie in the face, eat spaghetti with no hands, sing a song, dress in mismatched clothes.
9. Ask your manager or your manager's boss to personally recognize an individual's achievement with a phone call, an E-Mail, or a note.
10. Create a wall space where recognition can be posted; display letters from customers, certificates, awards. People love to see their own name on display.
11. Use posters, charts, white boards and lots of bright colors to remind the entire staff of its own progress and accomplishments. "We are the Greatest!" can be said many ways!
12. Let your staff members overhear you telling your boss and others about their achievements. When someone else praises a member of your staff, tell them about it.
13. Give Bell Ringer Awards: when a milestone is reached during the day, ring a bell.

14. Take pictures of a person being congratulated by an executive; frame it for their desk, or post it on the wall.
15. Ask five people to call or e-mail the person sometime during the day to say, "Congratulations! Good job!"
16. Write five or more Post-it notes thanking the person for a job well done and hide them among the work on their desk.
17. Give gift certificates to individuals for going above-and-beyond: working on their day off, helping another department for a day, covering for people out sick. The value of the certificate is less important than the fact of the recognition.
18. Arrange for an individual to have a "field trip" - a visit to another department, to a customer, to a special training.
19. Make a thank-you card by hand.
20. Cover a person's desk with balloons.
21. Award the person something to use in his or her hobby.
22. Keep a supply of Life Savers on hand, and give a roll to an individual with a note, "Thanks for coming to my rescue!"
23. Organize a group outing -- for a meal, to a ball game, a show.
24. Volunteer the person for a committee or to be an expert resource for a new product or procedure.
25. Suggest an article for the company newsletter featuring the individual and their professional or personal accomplishments.
26. Single an individual out for a special assignment, especially if it involves working with people outside your department.
27. Get approval for a special supply or equipment order to make a star performer's job easier.
28. Provide fresh flowers for an individual's desk for a month.
29. Arrange for the individual to be recognized at a company meeting.
30. Send the individual to represent the corporation at a community function - a charity luncheon or dinner, a Chamber of Commerce meeting.
31. Arrange for the individual to have lunch with you and your manager.
32. Arrange for the individual to travel with a sales manager for a day, visiting branches or customers.

33. Use tickets to a local event as an award.
34. Invite your staff to your home for a meeting, a meal, or a party.
35. Rearrange or redecorate a person's office space.
36. Give a favorite motivational book or tape, with a note about why it is your favorite.
37. End a great week with an ice cream social; include families.
38. Give a gift certificate for a massage, facial, or manicure after a stressful but successful period.
39. Allow time off to prepare for a child's birthday party.
40. Bring in top executives to help serve a meal to employees for a job well done.
41. Nominate a staff member for a corporate award.
42. Introduce senior management to individuals who have been making significant contributions to the department, and describe their contributions in their presence.
43. Write a letter of praise to your employee to recognize their specific contributions and accomplishments. Send a copy to your superiors.
44. Recognize individual accomplishments at your department meetings.
45. In staff meetings, celebrate **corporate** successes to educate employees on the big picture, and help them see how their efforts contribute to the larger success.
46. Hold a cookout in the parking lot after closing; include families.
47. Begin the day with a pancake feed -- cooked and served by you.
48. During a busy week, set aside 15 minutes each morning for Office Olympics: one event each day, the sillier the better. Keep track of scores, and award prizes at the end of the week.
49. Schedule an Ugly Tie or Silly Socks Day with a joke prize for the winner.
50. Take a daily humor break; designate a different person each day to share a joke or funny story with the rest of the staff.

To maintain your focus on recognition and celebration, include it in your DAILY PLAN, not in your "When I Get The Time" List.