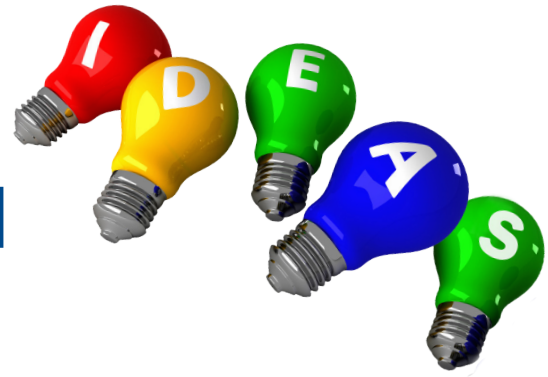


# 10 TIPS FOR SHOWING APPRECIATION IN THE WORKPLACE



- 1. Understand why appreciation is important.** Although some people in the workplace find it difficult and uncomfortable to show appreciation, it's essential for good employee-employer relations. Appreciation is a component of both Life Strategies' Let's CHAT! coaching model and Employee Engagement model.
- 2. Be specific.** Clearly communicate what it is that you're appreciating – was it something someone said, did, or didn't do? Provide examples to ensure your message of appreciation is clear.
- 3. Do it promptly.** Appreciation is best expressed in close proximity to the action. This way it's fresh for you and the recipient.
- 4. Get creative.** There are many ways to express gratitude that range from a formal recognition program and/or monetary rewards to simply saying "thank you." No matter how big or small, it's the expression of gratitude that's important. Creative expressions are not only effective but fun as well.
- 5. Consider the impact.** Showing appreciation to others can reap positive rewards; however, if someone feels unrecognized or under-appreciated, it can have the opposite effect.
- 6. Customize your approach.** Some people thrive on centre stage; others don't want to be singled out. Ensure your method of demonstrating appreciation fits both the individual and the situation.
- 7. Make it a habit.** Even if something seems like a routine job task, everyone appreciates being thanked for their work. Some would say there's no downside to showing appreciation.
- 8. Create a culture of gratitude.** Appreciation breeds appreciation; if you're trying to foster appreciative employees and managers, be a role model.
- 9. Be authentic.** Appreciation only works if it's sincere. It may take effort to find something specific to appreciate at times, but faking it won't be a motivator.
- 10. Pay it forward.** If someone shows you appreciation, be sure to show others appreciation, too.



imagine ♦ achieve ♦ excel



604.856.2386  
info@lifestrategies.ca  
www.lifestrategies.ca