



Workplace appreciation

5 ways to express it

Appreciation in the workplace is an essential ingredient that keeps people engaged, happy, and healthy at work.

And while official recognition, such as awards and raises for top performers, tends to be top-down, appreciation can come from anyone and be more about daily work and dedication. So, whether you want to thank a member of your team, someone in another department, or your boss, here are five ideas to consider:

- 1. Go beyond achievements.** People want to feel valued for who they are as much as what they do. Yes, big accomplishments matter, but so do things like attitude, humor, creativity, collaboration, and reliability. Compliment coworkers for the unique qualities you appreciate about them.
- 2. Be specific.** Instead of, “thanks for your help yesterday,” tell them why it mattered: “Thanks so much for your help with that report—your attention to detail helped us catch important errors.”
- 3. Send a handwritten note.** In this digital age, it’s a rare treat to receive a handwritten thank you card. The extra time and effort goes a long way toward making someone feel appreciated.
- 4. Acknowledge ideas and contributions.** When a coworker shares an idea, it’s important to express that you value the input, even if you disagree. Ask questions to engage them and show your interest.
- 5. Speak up in team meetings.** It’s nice to be acknowledged with the group. Add context for good measure: “Our project will be completed on time thanks to Kathy—she helped me with the final edits last week.”



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