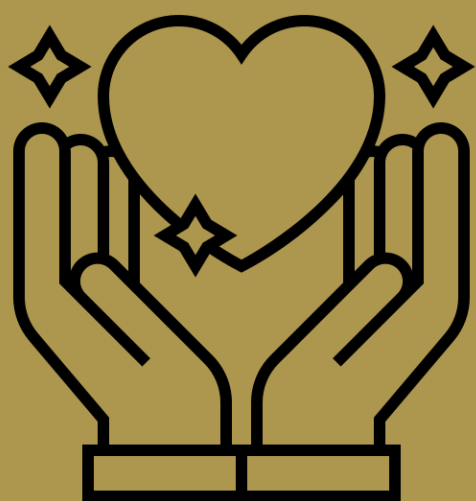




GRATITUDE & RECOGNITION

Manager Quick Guide

Building a sustained Wellness Culture



Recognition does not need to be elaborate. Small moments of appreciation create stronger, healthier workplaces.

THE RECOGNITION FORMULA



NOTICE

Observe positive actions



NAME IT

Be specific about what they did



APPRECIATE IT

Explain why it mattered



EXAMPLE:

“Thank you for helping onboard our new team member. Your support created a positive experience and **strengthened our team.**”

WEEKLY MANAGER CHECKLIST

- ☐ Thank one employee
- ☐ Recognize a team success
- ☐ Ask “Who helped you this week?”
- ☐ Share appreciation publicly
- ☐ Celebrate one small win



EASY RECOGNITION ACTIVITIES



WELLNESS SHOUT-OUTS
Highlight contributions during meetings or team updates.



THANK-YOU THURSDAY
Send a personal thank-you message every Thursday or group message.



GRATITUDE WALL/BOARD
Create a space for employees to share appreciation notes.



REMEMBER

Recognition is most effective when it is:



TIMELY



SPECIFIC



GENUINE



CONSISTENT