Greet individual employees by name when you see them. Use eye contact and give each person your full attention. Take a few minutes to see how they are doing. Listen intently. Be sincere.

Manage by wandering around! Get out of your office to see and speak with employees about work they are doing. Take different routes to and from your office so as to be able to interact with different people.

Act on good news! Be quick to thank and compliment others and slow to criticize and judge them.

Take time to celebrate individual or group milestones, desired behaviors, and achievements. Remember that a simple, timely and spontaneous celebration is better than waiting to do something later.

Send someone a positive and thankful email—and copy his/her manager. If you receive a positive email, pass it on to others. Leave people thank-you notes and voicemail messages without mentioning other work projects.

Low- or No-Cost Employee Recognition Ideas

- Acknowledge employees with a Certificate of Achievement
- Sponsor a special lunch or snack event for employees
- Recognize employees with a “pass-around” trophy award
- Consider flexible work schedules for employees
- Post customer or peer recognition letters on public bulletin boards