C+FS | EAP

Recognition and Acknowledgment

Small gestures can make a meaningful difference at work.

Just Say Thank You

Be specific about what you appreciate.

Recognize a helpful action and the difference it made.

Try it: “Thank you for helping me finish that project.”

Notice the Effort

Recognize hard work.

Acknowledge dedication, especially during busy or challenging times.

Try it: “I noticed how much effort you put into that.”

Write It Down

Share a positive note.

A quick message or kind comment can brighten someone’s day.

Try it: Send a short note recognizing a coworker’s contribution.

Celebrate Wins

Point out what is going well.

Notice creativity, problem solving and positive contributions.

Try it: “Your idea helped us find a better solution.”

Your Action Plan

Choose one way to acknowledge a coworker this week.

Say thanks | Notice effort | Write a note | Celebrate a win

Build a culture of appreciation, one small gesture at a time.