



# Tips for Incorporating Recognition Into Your Workflow

## 1. Schedule time to recognize

If you want to recognize your team more but often forget, schedule weekly reminders in your calendar to make time to recognize your team for their contributions.

## 2. Set goals

Setting recognition goals can help you build a consistent habit of recognition. A good benchmark is two recognition messages per employee, per month.

## 3. Use Kudos dashboards

As a manager, you can use the Kudos Dashboards to maximize the impact of your recognition. At a glance, you can see if you're hitting your two-recognition messages per month benchmark, who your highest performers are, and if anyone on your team is being left out.

## 4. Recognize both the effort and the outcome

To reap the full benefits of recognition, make a habit of regularly recognizing when core values are exhibited by your team – even if the results are not yet available or the outcome wasn't what you hoped. With Kudos' levels of recognition, you can send **Thank You**s and **Good Jobs**, saving **Impressives** and **Exceptionals** for the true moments of high-performance warranting big recognition.



## 5. Recognize what matters

Reflective recognition is an inquiry-based approach to recognition where you empower your team members to share what they are proud of and why. With that, you can recognize them for what they are proud of versus just what you see. Ask your team members prompting questions like, what have you been working on recently that you're proud of? Or what has been the hardest part of your job lately?

## 6. Make it meaningful

If you find yourself lost for words when sending recognition on Kudos, remember that the goal is to empower your team members and show them appreciation. Remember, "feeling gratitude and not expressing it is like wrapping a present and not giving it."

– William Arthur Ward