

EMPLOYEE APPRECIATION PLANNING CHECKLIST



When will your organization celebrate the best in your people? Start with these ideas...

CORE BUSINESS VALUES

Reinforce actions that align with business priorities

- Customer-centered principles that exemplify brand purpose/personality
- Proactive/strategic endeavors that advance the organization's agenda
- Teamwork – emphasizing a spirit of camaraderie/collective interests
- Wellness/wellbeing as a cultural imperative
- Corporate citizenship/community support
- Company "Red Letter Days" (Founders Day or other days tied to vision/mission/history)

SMART BEHAVIORS

Honor professional/business growth and a better work environment

- Mentorship/knowledge-sharing, supporting/lifting others
- Innovation/ideation, problem solving/agility
- Teambuilding – adjusting to change, resiliency, responding to specific challenges
- Peer recognition – empower individuals to acknowledge exceptional contributors
- Safety/situational awareness for self/others – internal or community
- Leadership/strategic thinking/stakeholder awareness
- "Can do" attitude/actions, extra effort above + beyond

SEASONAL FESTIVITIES

Make holidays extra special, anytime of year

- Autumn – Thanksgiving (our favorite holiday!), Halloween
- Winter – Winter Solstice, Christmas, Kwanzaa, Hanukkah, New Year, Valentine's Day
- Springtime – St. Patrick's Day, Easter, Passover, Earth Day
- Summertime – Memorial Day, Juneteenth, Summer Solstice, Independence Day, Labor Day
- Other holidays – Veterans Day, Mardi Gras, Presidents' Day, April Fool's Day, Cinco de Mayo

ACHIEVEMENTS

Honor accomplishments, attitude and quality work

- Individual (effort, persistence, results)
- Team (collaboration, project success)
- Company (new customers, big wins, industry leadership, anniversaries)
- Customer kudos
- Sales/service success

MILESTONES

Recognize the "whole self." For a truly personal touch, gather input at onboarding and beyond.

- Birthdays
- Job promotions
- Work anniversaries
- Education (graduation, certification, patents, honors/awards/distinctions that demonstrate industry leadership outside the organization)
- Family and life events (marriage, new baby, sports/hobby/community involvement)
- Retirement/off-boarding (a strong farewell and a chance for all to bond over great memories)

JUST BECAUSE

Our favorite category!

- Make-your-own-day – for fun (National Pi Day, Bosses Day, Super Bowl Monday, so many more!)
- Simple gratitude (Celebrate life in small ways, any day)
- Celebrate YOU (Because every individual is worth it!)

Day-to-Day Employee Celebration Calendar
Your How-to Guide for Building an Everyday Culture of Appreciation
gThank You!
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For more ideas download our annual Employee Appreciation Calendar now!

DOWNLOAD



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At **gThankYou**, we believe celebrating employees and customers is good business. That's why we provide company leaders with a variety of easy, meaningful, and affordable ways to recognize and reward employees, customers and clients, holiday time or anytime.

gThankYou! Turkey Gift Certificates and **Turkey Or Ham Gift Certificates** are two of America's favorite employee gifts for the holidays and can be redeemed for any brand (Turkey or Turkey Or Ham), any preparation, at virtually all major grocery stores in the U.S.

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