

# 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!)



**For more ideas download  
our annual Employee  
Appreciation Calendar now!**

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