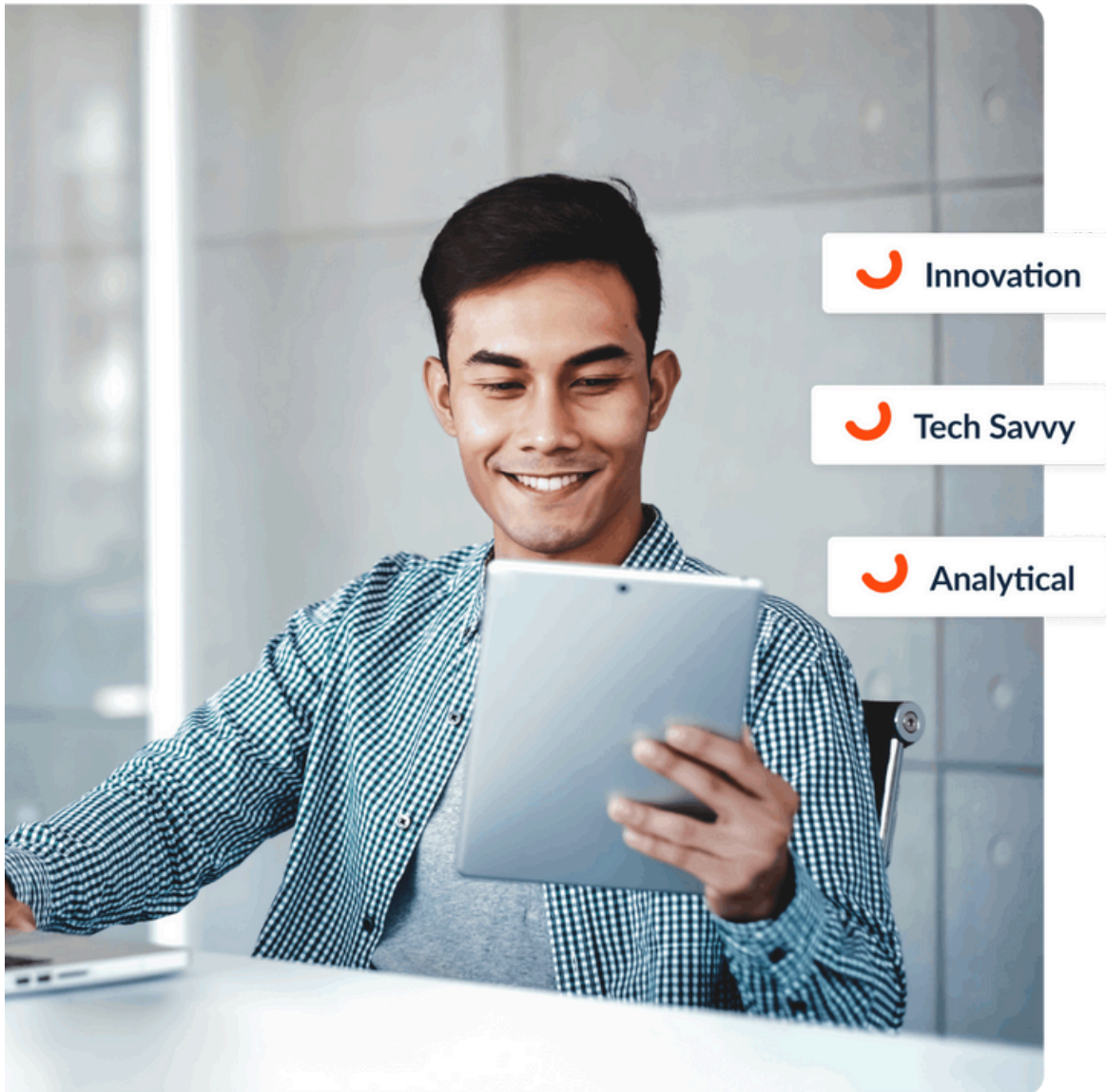


BUCKETLIST RECOGNITION GUIDE



Cultivating a Culture of Recognition



Welcome to our Employee Recognition Guide! We believe in the power of recognition to inspire, motivate, and elevate a team. Recognizing the efforts and contributions of our colleagues is not just a gesture; it's a cornerstone of our culture. This guide is designed to help you understand the importance of recognition and provide practical tips for effectively recognizing your peers and coworkers.

Thank you for being so committed to fostering a culture of appreciation.

WELCOME



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UNDERSTANDING RECOGNITION

What is Workplace Recognition?

Workplace recognition is acknowledging and appreciating an employee's hard work, achievements, and contributions to the organization. It can be expressed in various ways, from informal thank yous to formal awards.

Different Types of Recognition:

Formal Recognition: Structured programs such as Bucketlist Rewards, Employee of the Month awards, annual performance awards, and service milestones etc.

Informal Recognition: Everyday gestures such as verbal praise, thank you notes, and public shout-outs.



THE IMPORTANCE OF RECOGNITION

Recognition is more than just a pat on the back; it's a fundamental aspect of building a positive and uplifting work culture. When we acknowledge and appreciate the efforts of our colleagues, we create a supportive environment where everyone feels valued and motivated to excel.

Recognizing people's hard work boosts their morale and job satisfaction, leading to higher engagement and reduced turnover rates. It also promotes a positive workplace culture, enhances productivity, and supports mental well-being, contributing to a healthier and happier workforce.

Harvard Business Review shares that organizations which have a 'culture of recognition' have employees that are:

5x more likely to feel valued

7x more likely to stay with their company

11x more likely to feel completely committed to their jobs



PRINCIPLES OF EFFECTIVE RECOGNITION

01

Timeliness

Importance of Recognizing Promptly: Timely recognition reinforces the value of the behavior being acknowledged and makes the recognition more impactful. Recognize someone in the moment, later that day or within the week for biggest impact.

02

Specificity

Recognizing Specific Actions or Behaviors: Be clear about what exactly you are recognizing. Specificity helps employees understand what behaviors are valued and encourages repetition of those behaviors.

03

Authenticity

Being Genuine in Your Recognition: Sincerity is key. Genuine recognition is more meaningful and appreciated.

05

Consistency

Ensuring Regular and Ongoing Recognition: Consistent recognition creates an environment where employees feel continuously valued. Sounds pretty amazing.

04

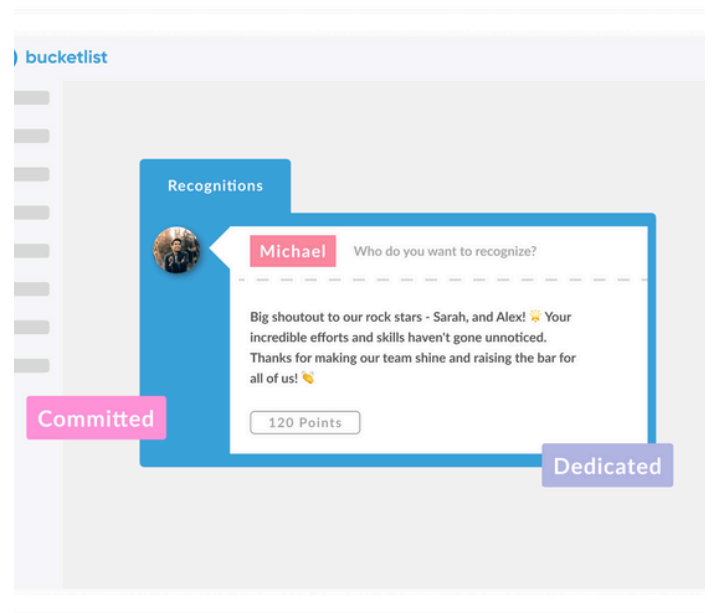
Inclusivity

Recognizing Contributions from All Team Members: Ensure that recognition is equitable and inclusive, reaching all levels and departments within the organization. Spread your recognitions around!

BEST PRACTICES FOR GIVING RECOGNITION

01 Crafting your message

- **Use Clear and Specific Language:** Clearly state what the person did and why it was valuable.
- **Highlight the Impact of the Person's Contribution:** Explain how their work positively affected the team or organization.
- **Personalize Your Message:** Tailor the recognition to the individual, showing that you know and value them personally.



02 Delivering Recognition

- **Choosing the Right Time and Place:** Ensure the recognition is timely and delivered in an appropriate setting.
- **Public vs. Private Recognition:** Decide whether the recognition should be given in a private setting or shared with the wider team.
- **Ensuring the Recognition is Aligned with Company Values and Goals:** Make sure the recognition reflects the company's core values and contributes to its goals.



GUIDELINES FOR WHEN TO RECOGNIZE SOMEONE

Wondering when to recognize someone? The next two pages have guidelines you can follow but feel free to acknowledge people for things outside of these. *(You can find examples of recognitions for each guideline in the next section).*



Exceptional performance on a project/task

Recognize someone who delivers outstanding results on a specific project or task, showcasing their skills, dedication, and hard work.



Demonstrating company values in action

Highlight employees who consistently embody the company's core values through their actions and decisions.



Going above and beyond

Acknowledge employees who exceed expectations and take on additional responsibilities to help the team or company.



Acts of kindness, teamwork, or mentorship/support

Recognize acts of kindness, exemplary teamwork, or mentorship that contribute to a positive and supportive work environment.

GUIDELINES FOR WHEN TO RECOGNIZE SOMEONE

5

Innovative solutions/ideas

Celebrate employees who introduce creative solutions or ideas that enhance efficiency, solve problems, or improve processes.

6

Achievement of personal/professional goals

Recognize employees when they achieve significant personal or professional milestones, such as completing training, earning certifications, or reaching career goals.

7

Positive attitude, team cheerleader etc.

Highlight employees who consistently maintain a positive attitude, boost team morale, and foster a supportive work environment.

8

Overcoming obstacles/barriers

Acknowledge employees who face and overcome significant challenges or obstacles with resilience and determination.

Just remember...these are guidelines! Recognition does not have to stop at these suggestions. Feel free to celebrate any moment that highlights effort, progress, or positive impact, no matter how big or small. The key is to be genuine and timely in acknowledging the contributions that make a difference.

RECOGNITION EXAMPLES

Below are examples of recognitions that match with the 8 guidelines found on the previous pages.

1

Jacob was recognized for OUR PEOPLE ARE OUR GREATEST ASSET

Congratulations, Jacob! Your exceptional performance on the ABC Project has set a new benchmark for excellence. Your attention to detail and commitment ensured we met our deadline with outstanding results. Great job!



From Jessica 

2

Phil was recognized for OUR PEOPLE ARE OUR GREATEST ASSET

Member of: Operations

Thank you, Phil, for always demonstrating our company values of integrity and teamwork. Your recent collaboration efforts with different departments have significantly improved our project outcomes. Your dedication is truly inspiring!



From Jessica 

3

Susan was recognized for OUR PEOPLE ARE OUR GREATEST ASSET

Awesome job, Susan! You really stepped up by organizing the client meeting on such short notice. Your can-do attitude and extra effort really made a difference. Thanks a lot for going the extra mile!



From Jacob 

4

Emily was recognized for OUR PEOPLE ARE OUR GREATEST ASSET

Kudos to Emily for her unwavering support and mentorship of new team members. Your kindness and willingness to help others have created a welcoming and collaborative atmosphere. We appreciate all you do!



From Jacob 

RECOGNITION EXAMPLES

Below are examples of recognitions that match with the 8 guidelines found on the previous pages.

5

Jacob was recognized for OUR PEOPLE ARE OUR GREATEST ASSET

Fantastic job, Jacob! Your innovative solution for streamlining our workflow has significantly increased our team's productivity. Your creativity and problem-solving skills are greatly valued. Keep it up!



From Sal

6

Jessica was recognized for OUR PEOPLE ARE OUR GREATEST ASSET

Congratulations, Jessica, on completing your project management certification! Your dedication to professional growth is commendable and sets a great example for the entire team. Well done!



From Sal

7

Geralt was recognized for OUR PEOPLE ARE OUR GREATEST ASSET

Member of: Executive

Thank you, Geralt, for always bringing a positive attitude to the office. Your enthusiasm and encouragement have a contagious effect on the team, making our workplace more enjoyable. We appreciate your cheerful spirit!



From Sal

8

Phil was recognized for OUR PEOPLE ARE OUR GREATEST ASSET

Member of: Operations

Great job, Phil, for navigating through the recent project challenges with grace and determination. Your ability to overcome obstacles and deliver results despite difficulties is truly impressive. Thank you for your perseverance!



From Sal



NEXT STEPS

01

Start Recognizing Your Colleagues

Begin by acknowledging the efforts and achievements of your peers. It can be as simple as a shoutout on Bucketlist, verbal praise, a thank you note, or a shout-out in a team meeting.

02

Refer To This Guide

Take advantage of the information included in this guide for writing thank you notes, emails, and recognition messages. Customize them to suit your style and the situation.

03

Encourage & Model Recognition

Lead by example by consistently recognizing others. Encourage your peers to do the same, creating a ripple effect of positivity and appreciation within your team.

05

Share Recognition Stories

Share stories of recognition and its impact within your team or department. Highlight how recognition has made a difference in your work environment and encourage others to share their experiences.

04

Stay Engaged

Keep an eye out for opportunities to recognize others, whether they are big achievements or small acts of kindness. Stay engaged in the culture of recognition and make it a regular part of your work routine.



KEY TAKEAWAYS

Recognition is more than just a pat on the back; it's an essential element for cultivating a positive and motivating work environment.

By recognizing and appreciating the efforts of our colleagues, we can boost morale, enhance job satisfaction, foster a positive workplace culture, increase productivity, and support mental well-being. Recognition builds trust and loyalty, reinforces company values, and encourages continuous improvement.

By following the guidelines and best practices outlined in this guide, we can create a culture of appreciation that drives success and growth for everyone involved.

Thank you!