LoftyBiz Recognition Table

Write when recognition happens, who gives it, and how each person likes to receive it. Then deliver two specific thank-yous this week.

Example figures. General education, not financial or legal advice. Results vary. These are examples, not promises.
Companion download for LoftyBiz 120 — Praise That Works: Recognition Your Team Actually Values.

How to use this sheet

Recognition works when it is soon, specific, and in the form the person likes. Fill the when, who and how columns once for your team. Then, this week, write one specific thing each person did well in the last two weeks. If you cannot fill a line, that is a signal to pay closer attention. Ask each person: public thanks or private? Deliver two of those thank-yous in a single clear sentence each. Figures below are taken from the video's worked examples only.

The when, who and how table (write your own)

Name	When (aim for 48 hours)	Who gives it	How they like it (public / private)	One specific win, in one sentence

Worked example from the video (Philippa, commercial cleaning, Yakima)

When	Who	How	One-sentence note (example)
Within 48 hours of the good work, not saved for a review	The owner, the team lead, a colleague, or a client's own words passed on	Public or private — their choice. About half of Philippa's team chose private	You noticed the clinic's sharps box was nearly full and told the manager before it became a problem.

After two quarters she was losing roughly one cleaner every two months instead of nearly two a month. She also improved scheduling, so she cannot prove the notes did all of that. These are examples, not promises.

Your task, before Friday

#	Action	Done?
1	Write down every person on your team	
2	One specific thing each did well in the last two weeks	
3	Ask each person: public thanks or private?	
4	Deliver two of those thank-yous this week, in one clear sentence each	

Optional: what they are working towards

If you want to go further, ask in a short one-to-one: outside of this job, what is one thing you are working towards in the next year or two? "Nothing right now" is a perfectly good answer, and nobody has to share anything private. Help with time and skills rather than cash, and only pin notes inside the office, with the person's permission. Worked example from the video: Kofi, bakery café, Paducah — a nursing course, cake decorating, a driving test, and Sundays free to coach.

Name	What they are working towards	How the business can help (time, skills, introductions)	Permission to note this?

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