

# Recognition Checklist

*Make sure the recognition you provide is:*

- TIMELY**  
Don't wait. Give recognition as soon as possible after the good performance takes place. Praise tends to lose its effectiveness with the passing of time.
- SPECIFIC**  
Tell the person exactly what they did that was good. A mere "nice job" really doesn't say all that much. Being specific lets the person know what behaviors to repeat in the future.
- SINCERE**  
Insincere praise is usually worse than none at all. Be honest and open. Tell the person what their performance means to you personally.
- INDIVIDUAL**  
Focus on individuals rather than groups. Fact is, not all team members contribute equally.
- PERSONAL**  
Adjust the style and method of your recognition to the receiver. Some people like public praise, some prefer private discussions. Give "different strokes to different folks." Not sure what they prefer? Ask!
- PROPORTIONAL**  
Match the amount and intensity of recognition to the achievement. Going overboard for small stuff will make people question your motives.

from *180 Ways To Walk The Recognition Talk*