

# **Stuff That Works At Work**

## **Chapter 8**

### **“Public Recognition”**

Take Action

# **Stuff That Works At Work**

## Chapter 8 Take Action: Content

- Identify five people you work with, and write down something you appreciate about each one. Then tell them, preferably in a public setting when appropriate . Email or a handwritten notes also work well.
- Throughout the work day, make a list of times you recognized someone publicly. Greater awareness leads to better habit formation.
- Share credit for work accomplished—do it in meetings, in emails, everywhere.
- Invest time on [Stuffthatworksbooks.com](http://Stuffthatworksbooks.com) to find ways others have made collaboration work for them

# Stuff That Works At Work

Chapter 8 Take Action: Action 1

Identify five people you work with, and write down something you appreciate about each one. Then tell them, preferably in a public setting when appropriate . Email or a handwritten notes also work well.

## ACTION

Be deliberate. Be organized. Write down a plan and make this happen every single week.

It is hard! It will take a routine and a strong commitment to make it happen.

Personal notes and conversations are awesome. Use them. But, they are not enough. You have to make sure the praise is public.

The key is to tell others about how great the person is. This multiplies the value of the praise.

I am not talking about flattery here. Flattery is fake and unearned. Nope there has to be a real reason for the praise. Find real value the person is bringing and thank them for it.

If you do this well you will win the hearts and minds of those you work with.

## EXAMPLES

NAME	ROLE	APPRECIATE	PRAISE
Sally	Finance	Makes reports understandable	Meeting
James	Sales	Selling Skills Mentor	E-mail
Arman	Supply	Solves issues proactively	Meeting
Jeff	Marketing	Explains consumer needs	E-Mail
Kayla	Shipping	Fixes problems/Customer Focus	Meeting

Hey Tim,

I wanted to bring to your attention what a great Job Kayla is doing.

She is very customer focused and always fixes problems for tis difficult customer.

Her efforts allowed me to gain distribution on 3 new items. Wow! The customer and I lover her.

Joe

# Stuff That Works At Work

Chapter 8 Take Action: Action 2

Throughout the work day, make a list of times you recognized someone publicly. Greater awareness leads to better habit formation.

## ACTION.

I used to keep a list in my notebook. Now I keep a note in my cell phone notes.

I review it every Friday and try to praise anyone that is missing from the list.

Write it down. Make the list and review it. IT makes it real and builds the habit.

Never take tis for granted.

Get busy praising others throughout the day.

## EXAMPLES

Praise Today:

- 1 Jim
2. Sally
3. Hank
4. Shannon
5. Jim again
6. Tony & Barb
7. The boss
8. Beth

Praise This week:

Tim	xxxx
Beth	x
Sally	
Tony	xx
Barb	xxxx
Alex	x

# Stuff That Works At Work

Chapter 8 Take Action: Action 3

Share credit for work accomplished—do it in meetings, in emails, everywhere.

## ACTION.

The world has become highly networked and is very complex. It is amazing how many people it actually takes to get work done.

I find that there is very little I do now without the help of others. I simply can't get most things done on my own. Even if I can do it myself it tends to get accomplished faster and better with help.

Think about it and start recognizing the contributions of others to the work you deliver.

People will appreciate your thanks. Your network will grow in strength and people will rise up to help you.

## EXAMPLES

Hey Team,

We did it. We closed the sale today at Max Store.

There were many of you involved in bringing this home.

Barb built a great presentation.

Jim suggested the strategy and approach to the customer.

Arman who has delivered outstanding customer service all year ensured the customer was ready to buy more.

Great Team Win!

Joe

Tony,

I want to recognize the great job you did on the Eternity project financials.

Without your contribution we never would have gained board approval.

Well done!

Joe

# Stuff That Works At Work

Chapter 8 Take Action: Action 4

Invest time on [Stuffthatworksbooks.com](http://Stuffthatworksbooks.com) to discover more ways to add fun to daily office life.

## ACTION.

This is an easy one.

I believe that each of us can help someone else.

There is so much to know and to experience. You just can not do it on your own. So the best way forward is to share and learn from each other.

Technology makes this so easy today. That is why I built the web site [Stuffthatworksbooks.com](http://Stuffthatworksbooks.com).

It only reaches its potential if you join in and add the stuff that works that you have found. Please make a contribution today. Help others find the Stuff That Works.

Others have already shared their stuff that works so be sure to check the site often as there is probably something to improve every area of your life.

The community is waiting and growing. I hope you will join in and make a positive difference.

Thank you!

## EXAMPLES

### CONTRIBUTE

It is easy to share your Stuff That Works.

Simply click on “Contribute” from the main menu.

Then select “Submit an Idea”.

Easy!

### Learn From Others

It is easy to Learn Stuff That Works from others.

Simply click on “Contribute” from the main menu.

Then select “Search for Stuff That Works”.