



Top Ten Easiest Ways to Express Appreciation to Almost Anyone

1. **Give a verbal compliment** (say “thanks for ...”; tell them, “I’m glad you are part of the team.”)
2. **Write an email** (“I just wanted to let you know ...; “It is really helpful to me when you ...”)
3. **Stop by and see how your colleague is doing.** Spend a few minutes just chatting and checking in on them.
4. **Do something together with your co-worker** (like eating together.)
5. **Do a small task for someone spontaneously** (hold open the door, offer to carry something.)
6. **Stop by their workspace and see if they need any help getting something done.**
7. **Buy them coffee, a drink, a snack or dessert.**
8. **Get them a magazine related to an area of interest they have** (sports, hobbies, a place they would like to visit.)
9. **Give them a “high five” when they have completed a task** (especially one that has been challenging or they have been working on a while).
10. **Greet your colleague warmly, with a smile and a handshake.** (Say something like “It’s good to see you!”; “How is your day going?”)

