



# 5 SIMPLE STEPS



# 1. SET THE CONTEXT



*“I was so impressed by your presentation last Thursday.”*

*“We are here to honor Jen’s 15th anniversary!”*

*“Dave has worked tirelessly the past two weekends to re-calibrate our systems.”*

## 2. DESCRIBE THE ACCOMPLISHMENT



*“Within a week, the report I needed was on my desk.”*

*“You developed incredible training and tools for our team.”*

*“You really role model what we mean when we say ‘We welcome diverse perspectives and strive to create an inclusive atmosphere.’”*

## 3. BE SPECIFIC



*“This is a great example of how we take ownership.”*

*“Thanks to your efforts, we’ve seen downtime drop by 12% this month.”*

*“Your presentation helped our sales force double leads in November.”*



## 4. BE PERSONAL



*“You are so good at making complex data clear and compelling.”*

*“This reminds me once again of how fortunate we are to have your expert perspective on our side.”*

*“Your sense of humor keeps us smiling and inspires everyone on the team.”*

## 5. THANK THEM



*“Thank you once again for your \_\_\_\_\_.”*

*Other ways to express appreciation include:*

*“We appreciate \_\_\_\_\_.” or “I am grateful for \_\_\_\_\_.”*