

Employee Recognition Calendar

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WEEK 1	Recognize someone who stepped outside their comfort zone recently	Thank someone who shares knowledge generously with teammates	Appreciate someone whose positive attitude impacts the whole team	Recognize a manager who supports your growth OR team members who show initiative	Thank someone who makes collaboration easy and enjoyable
WEEK 2	Recognize someone who maintains quality even under tight deadlines	Appreciate someone who champions inclusivity and belonging	Thank someone for their creative problem-solving approach	Recognize someone celebrating a professional achievement or milestone completion	Appreciate someone who embodies service leadership
WEEK 3	Add your support to 3 recognitions that colleagues received	Thank someone who lives your company values in their daily work	Recognize someone for their responsiveness and reliability	Appreciate someone who consistently delivers exceptional results	Celebrate someone's work anniversary, birthday, or personal milestone
WEEK 4	Recognize someone who turned a customer challenge into a success story	Thank someone driving innovation or process improvement	Appreciate someone whose support helped you achieve a goal	Recognize someone who facilitates productive meetings and discussions	Thank someone for promoting wellness, mental health, or work-life balance