

## Cheat sheet: Unlocking the Power of Appreciation

### *Write a Note That Matters*

#### Why Appreciation Works

Specific appreciation builds **trust, motivation, and belonging**.

- People remember how you made them feel
- Recognition reinforces the behaviors you want repeated
- Small notes can create lasting impact

#### The 3-Part Appreciation Formula

##### **1** What you noticed

“I noticed how you...”

##### **2** Why it mattered

“It made a difference because...”

##### **3** The value it showed

“That showed real leadership/care/ownership.”

 Short. Personal. Timely.

#### What to Avoid

- Vague praise (“Great job!”)
- Delayed recognition
- Copy-paste messages

Authenticity beats polish.

#### When to Write a Note

- After a tough week 
- When effort goes unseen 
- During change or uncertainty 

 **Action Step** Write **one genuine note today**—email, Slack, or handwritten.