



## Acknowledging our Accomplishments

**Learning objective:** This team building activity helps recognize positive accomplishments that may not otherwise have been acknowledged.

**Time required:** About 15-20 minutes, depending on group size.

### Instructions:

*Often leaders aren't aware of the "wins" or "successes" of their employees on a day-to-day basis. Having employees write down something they are proud of accomplishing at work can be a very quick sharing activity at a meeting. Alternatively you may ask employees to do this for themselves daily or weekly, and share all of them with you at their next 1:1 meeting or performance review.*

### Suggested Wording:

Take a moment and write down one positive contribution you made in the past week or so at work. It can be something big or small. Please be creative in coming up with something you are most proud of, but recognize that some weeks, just showing up to a meeting or getting to work on time could be considered your "good thing". Other contributions could include helping a co-worker, organizing your own desk, or completing a task.

Once you have had a moment to write something down, we will have volunteers share one of their accomplishments.

### Instructions:

*For the manager, it's important to acknowledge all contributions in a way that's positive and focused on supporting the team member's ongoing success. Some may be too shy to share and that's okay. Just writing it down for themself will provide a sense of accomplishment and you can ask the employee to share privately with you during 1:1 meetings or at performance review time.*

**Activity developed with help from:** Mary Ann Baynton, Mary Ann Baynton & Associates Consulting.