

Employee Recognition Reminder Chart

Employee recognition needs to be a common practice in your organization. For the greatest effect, incorporate recognition as a normal aspect of day-to-day life in your workplace. Studies show that employees should be recognized at least 3 times a month to maintain proper engagement. This tracking sheet will help to ensure you are always offering praise to your employees.

Team Member	Times Recognized	Date	Reason Recognized	Date	Reason Recognized	Date	Reason Recognized
Allyson K.	2		.		.		
Angela R.	2		.		.		
Becky L.	1		.		.		
Ben B.	3		.		.		.
Karen M.	3		.		.		.
Keesha S.	2		.		.		
Kyle K.	2		.		.		
Taryn G.	1		.		.		
Tiffany G.	3		.		.		.
Tony R.	1		.		.		
Matthew C.	1		.		.		
Devin D.	3		.		.		.
Adam T.	3		.		.		.
Josh G.	2		.		.		
Laura W.	2		.		.		
Travis S.	1		.		.		
Teena M.	3		.		.		.
David P.	3		.		.		.
Kevin C.	1		.		.		
Doug L.	2		.		.		
Zane H.	3		.		.		.
Ryan S.	3		.		.		.
Josh S.	2		.		.		
Niles M.	1		.		.		

Recognition Totals
