

Ways to Thank & Recognize People

1. Say thank you directly in person (be specific about what you appreciate)
2. Send an email message to the person (say what you appreciate and how it helped)
3. Send a written note to the person about how the client's life was improved
4. Leave a phone message of appreciation for the person who helped
5. Contact someone whose opinion the person values to tell how the person contributed—supervisor, boss, managing attorney, partner, judge, pastor, bar leader, legislator
6. Recommend the person for an award that another group is offering
7. Feed a person you want to thank--chocolate often is best—law students especially like food
8. Offer to go get lunch (especially great when a colleague is very busy and stressed)
9. Recommend the person to be a speaker or trainer
10. Ask them to become a mentor for another and say why you think they would be good at this
11. Give the person an opportunity to build a relationship with a mentor
12. Get the person's name printed in a newspaper or magazine
13. Give the person a break (rest, time off, time before next case, etc.)
14. Remember their birthday
15. Get a Judge to write the person a letter thanking them for what they did
16. Recommend a great volunteer (along with others) when there's a potential "paying customer"
17. Offer free opportunities for training and developing skills & CLE credit
18. Remember their family members' names and ask about them (you can keep notes)
19. Invite them to a special event
20. Give an award from your organization
21. Take lunch or a pizza party to the person and their colleagues
22. Provide opportunities to build relationships by serving as co-counsel on a case

23. Give the person your total undivided attention and your time to REALLY LISTEN to them
24. Encourage or help a grateful client to send a thank you note or call to thank
25. Give flowers—deliver to a person or have each honoree at an event wear a flower
26. Give a gift certificate or gift card (if possible, one that was donated)
27. Value their unique schedule & time pressures by being flexible about scheduling them
28. Get back to a person who helped early on and let them know results obtained for the client
29. Arrange opportunities to interact with Judges at brown bag discussions or other events
30. For a firm attorney, get their good work publicized in the firm's internal newsletter
31. Make a donation in their name to a cause that's important to them
32. Recommend the person to serve on an important committee or task force that interests them
33. Tell a colleague about what the person accomplished
34. Tell the person's mother/ father/ son/ daughter/ spouse about how they helped someone
35. Be responsive. Give top priority to any request from someone who has helped
36. Drop into the person's office and surprise them with a small gift
37. Take their photo and post it on a "thank you" bulletin board or display at work
38. Learn about an individual's personal interests to know how they might like to be recognized
39. Write a letter of commendation and ask that it be included in their next performance review
40. Know the name of their partner or assistant and refer to them by name
41. Send special occasion cards for a milestone event or personal accomplishment in their life
42. Take "time out" together for a quick stretch or refreshment during a long work shift
43. Ask the person their personal preference for communicating such as phone, email, snail, text
44. Spell their name correctly. Always proof read twice to be sure their name is right
45. Find out if they prefer their given name, nick name, credentials, etc.

46. Report the person's efforts to publications for their professional organization
47. Find out the school they attended and publish their accomplishment in the alumni newsletter
48. Send an electronic thank you card using power point, photoshop, flash or other online service
49. Save good news and let the person know they are the first person to hear it
50. Refer to the person as an "expert" when introducing them in public
51. Ask a legislator to draft a "citation" or recognition piece
52. Have coffee, water or other preferred drink ready when the person arrives to help
53. Call the day before to remind the person about an appointment, seminar, or meeting
54. Send post cards or greeting cards or notes on holidays
55. Send an annual THANK YOU at Thanksgiving!
56. Give shirts that acknowledge volunteers, i.e. "I'm a volunteer with..."
57. Give movie tickets to someone who loves movies
58. Give a gift certificate for a neck massage
59. Include the person's name in an event program
60. Let a volunteer say "no" sometimes with no guilt
61. Tell the person how what they did helped accomplish the organization's mission
62. Share verbally or in fax or in writing feedback from clients who send notes or surveys
63. Reciprocate for a volunteer; give your time to a cause that is important to them
64. Send information about the achievement to a service organization to which they belong
65. Know their pet's name
66. Give a plant you potted yourself for a nice, low-cost gift
67. Get a law firm to donate a pizza for you to take to thank a sole practitioner

68. Give a certificate for a discount on a training offered by a bar group
69. Give a small gift—an engraved item, a pin showing hours donated, desk item
70. Give a party for the person—at a board member's home or other special place
71. Show you value the person by asking for their advice and input
72. Use humor—make up a silly song about the person, dress up, make up an award on the spot, send a Valentine's Day card when it's not Valentine's Day, save a joke or story
73. Send a copy of an article you see in a paper or magazine that mentions the person