

# JANUARY RECOGNITION TIPS

## Recognition DIY



**Get 2015 Off to a Great Start.** Head to the Recognition Website for a variety of tools to jumpstart your recognition plan, including certificates, eCards, and more. [hwrn.co/jan](http://hwrn.co/jan)

- 1/1 Make a CEO Light & Warmth Award Nomination.** Kick off January with a CEO Light & Warmth Award nomination. Winners receive US \$10,000! [hwrn.co/ceo](http://hwrn.co/ceo)
- 1/2 It's Someday We'll Laugh About It Week.** Share your favorite job-appropriate work stories from the past. Use this as a learning opportunity for your team.
- 1/3 January is Get Organized Month.** Get organized and create a 2015 Recognition Plan. Use the planner, located at the end of the PDF calendar document.
- 1/4 Today is Trivia Day.** Quiz Team Members about CRM, SALT, hotel polices, and brand standards. Make it fun and recognize correct answers.
- 1/5 Maintenance & Engineering Month.** Post a Maintenance "Wall of Fame" with photos and notes of appreciation.
- 1/6 It's Pizza Week.** Start off the year with a pizza party spotlighting 2014 successes and 2015 goals.
- 1/7 Q1 Area of Focus: Resources.** Take time to review energy consumption goals. Be sure to recognize progress throughout the year. [hwrn.co/twpr](http://hwrn.co/twpr)
- 1/8** Distribute copies of your customized calendar to other leaders. Or send the link so they can create their own. [hwrn.co/cal](http://hwrn.co/cal)
- 1/9** Fill an empty paint can with small gifts and treats for your Engineering team. Add a custom label to the front. [hwrn.co/010915](http://hwrn.co/010915)
- 1/10 It's Houseplant Appreciation Day.** Surprise your team at morning huddle with a houseplant and a note of appreciation.
- 1/11 International Thank You Day.** Download customizable certificates to thank your team at [hwrn.co/011115](http://hwrn.co/011115).
- 1/12** Present a new pair of work gloves to each M&E Team Member along with a thank you card.
- 1/13 Poetry at Work Day.** The The Sales team at Pointe Hilton Squaw Peak Resort writes a poem every month for a different department. Find out more at [hwrn.co/011315](http://hwrn.co/011315).
- 1/14** Hide thank you notes and gift cards for your Engineering team behind toolboxes and work orders.
- 1/15** Fill a tool belt with treats and thank you cards. Walk the Engineering department and pass out some recognition.



By taking time to map out a recognition plan, you can increase the impact of your recognition efforts. Use the planner at the end of the PDF calendar document. [hwrn.co/cal](http://hwrn.co/cal)

- 1/16 Year-Round Recognition.** Recognize a Team Member with a subscription to their favorite magazine. [hwrn.co/011615](http://hwrn.co/011615)
- 1/17** Download tips and tools for recognizing service anniversaries at [hwrn.co/011715](http://hwrn.co/011715).
- 1/18 Maintenance & Engineering Week Begins.** Purchase a "Mr. Fix It" T-shirt, hat, or coffee mug, or other Engineering-specific materials at [hwrn.co/011815](http://hwrn.co/011815).
- 1/19 It's Popcorn Day.** Butter up Team Members with some fresh popcorn and a shout out. [hwrn.co/011915](http://hwrn.co/011915)
- 1/20 It's Coffee Break Day.** Take a break and thank Maintenance for caring for the grounds with coffee and a mug. [hwrn.co/012015](http://hwrn.co/012015)
- 1/21 How Many Light Bulbs Does Your Team Change in a Year?** Here's a simple calculation and a fun way to recognize Team Members for spreading the "light" of hospitality. [hwrn.co/012115](http://hwrn.co/012115)
- 1/22** DoubleTree by Hilton Hotel Gurgaon – New Delhi NCR asked Team Members to write five thank you notes to Engineering Team Members. [hwrn.co/012215](http://hwrn.co/012215)
- 1/23 It's Pie Day.** Bring in a pie (or two) and give your team a big slice of recognition.
- 1/24** Tell us how you're using the Recognition Calendar for a chance to win monthly prizes. [hwrn.co/cs](http://hwrn.co/cs)
- 1/25 You're My Hero.** Bring in a large "hero" sandwich to recognize your Engineering heroes.
- 1/26** Sign up for "Recognition Matters!", our monthly eNewsletter, that includes valuable recognition tips and tools. [hwrn.co/012615](http://hwrn.co/012615)
- 1/27** January is the perfect time to refresh your Team Member of the Month program. You can download customizable certificates at [hwrn.co/012715](http://hwrn.co/012715).
- 1/28 It's Fun at Work Day.** Have fun and improve knowledge with a skill-building challenge or other fun team activity. [hwrn.co/012815](http://hwrn.co/012815)
- 1/29** Hampton Inn Savannah Historic District recognized their Maintenance team with tool-shaped sugar cookies. See more hotel best practices at [hwrn.co/012915](http://hwrn.co/012915).
- 1/30 Spirit Award Nomination Deadline.** Nominate your champions today. [hwrn.co/sa](http://hwrn.co/sa)
- 1/31 It's Backward Day.** Close the month by saying "SKNAHT" to your Maintenance & Engineering superstars.



# FEBRUARY RECOGNITION TIPS

## Recognition DIY



**Are You Your Team's Secret Admirer?** Don't make a secret out of how much you admire your team's heartwarming hospitality. Use our customizable wrappers to show them! Surprise Team Members with a sweet treat, such as a candy bar or granola bar, sheathed in a customizable wrapper with a note that says, "We LOVE the good job you're doing!" Pass these treats out at huddle, or put them in the team area. [hwrn.co/feb](http://hwrn.co/feb)

**2/1** Recognize your F&B team this month with aprons, mugs, and other items from The Recognition Shop. [hwrn.co/020115](http://hwrn.co/020115)

**2/2** **It's Team Member Appreciation Day.** Start the week by personally thanking your entire F&B team.

**2/3** **It's International Networking Week.** Thank your Sales Team Members who "network" to find new leads, or your I.T. team for managing your "network."

**2/4** **Digital Learning Day.** Test your knowledge and have leaders take the "Recognition 101" online quiz. [hwrn.co/020415](http://hwrn.co/020415)

**2/5** **Did You Know?** One in three employees leaves their job due to lack of recognition.

**2/6** Spontaneously have Managers help serve breakfast or wash dishes for 30 minutes while your F&B Team Members take a break.

**2/7** For larger hotels, pick different days to recognize different areas of F&B. For example, Food Servers on one day, Stewarding on another, and so on.

**2/8** During lunch or break, play a friendly game of "Soup, Spoon, Napkin," a fun F&B take on "Rock, Paper, Scissors." Find out how. [hwrn.co/020815](http://hwrn.co/020815)

**2/9** Order your Catch Me at My Best cards starting today at [hwrn.co/cm](http://hwrn.co/cm).

**2/10** DoubleTree by Hilton Hotel New York – Times Square South customized their menu during February for their F&B team with items like "Jesse" Alfredo and "Ilana" Salmon. [hwrn.co/021015](http://hwrn.co/021015)

**2/11** Got someone you want to recognize who doesn't work onsite, like an owner, BPS Director, or remote Team Member? Send an email HIGH FIVE. [hwrn.co/hi5](http://hwrn.co/hi5)

**2/12** **Traveling Trophy.** Use food-related utensils to create a trophy for your F&B team, like a "Golden Fork" or "Ladle of Hospitality."

**2/13** **Make an Action Grant Submission.** The deadline is March 31. [hwrn.co/twpr](http://hwrn.co/twpr)

**2/14** **New to Catch Me at My Best?** It's our biggest recognition initiative of the year and it's coming soon. Find out more. [hwrn.co/cm](http://hwrn.co/cm)



### Send an Email HIGH FIVE.

Looking for a fast, free, and fun way to recognize a Team Member? Give them a HIGH FIVE. Choose from 11 all-new brand-specific versions. All content is customizable, including language. [hwrn.co/hi5](http://hwrn.co/hi5)

- 2/15 Hold a Foodservice Olympics this Week.** Include different brief food-related contests and activities. [hwrn.co/021515](http://hwrn.co/021515)
- 2/16** Personalize your breakfast area by naming areas after F&B Team Members, such as “Mary’s Waffle Area” or “Jose’s Omelet Station.”
- 2/17** What small things can you do to make a difference and to make somebody smile? Try one of these from [hwrn.co/021715](http://hwrn.co/021715).
- 2/18 Recognize Breakfast Servers.** Give a box of Capitan Crunch to a Team Member who “comes through in a crunch.” More ideas at [hwrn.co/021815](http://hwrn.co/021815).
- 2/19 Bottle Up Your Recognition.** Fill an empty bottle with treats and add a custom label. See how it’s done at [hwrn.co/02191q5](http://hwrn.co/02191q5).
- 2/20** Close the week by turning the tables and hosting a breakfast, lunch, or dinner for the F&B team.
- 2/21 It’s International Mother Language Day.** Post a note of thanks in different languages representational of your team.
- 2/22 It’s Be Humble Day.** Take time to recognize your quiet achievers.
- 2/23** Using a Sharpie and a white ceramic plate, create personalized plates for your F&B team. Include a note of thanks. [hwrn.co/022315](http://hwrn.co/022315)
- 2/24 Make It Timely.** Recognition is more effective when it’s done quickly. Waiting to recognize can dilute the impact.
- 2/25 Book of the Month Club.** Check out “Make Their Day! Employee Recognition That Works,” by Cindy Ventrice. [hwrn.co/022515](http://hwrn.co/022515)
- 2/26** How are you recognizing your F&B team. Tell us how for a chance to win monthly prizes. [hwrn.co/cs](http://hwrn.co/cs)
- 2/27 Spirit Award Nomination Deadline.** Winners receive cash and brand-wide recognition, and all nominees are recognized. [hwrn.co/sa](http://hwrn.co/sa)
- 2/28 Tomorrow is World Compliment Day.** You’re doing a wonderful job—pass it on.

Tell us how you used the Calendar to thank your team during the month of February for a chance to win US \$100. Find out more at [hwrn.co/cs](http://hwrn.co/cs)



# MARCH RECOGNITION TIPS

## Recognition DIY



**Order Your Catch Me at My Best Cards.** Don't miss out! Order your Catch Me cards before March 20 to make sure they're delivered before the program begins on June 1. [hwrn.co/mar](http://hwrn.co/mar)

- 3/1 Write a Letter of Appreciation Week.** Take time to write personal notes of appreciation to deserving Team Members.
- 3/2** Visit the Recognition Website to download a certificate, send an email HIGH FIVE, and more. [hwrn.co/hi5](http://hwrn.co/hi5)
- 3/3** Check out The Recognition Shop for a variety of items to recognize your Front Desk team. [hwrn.co/030315](http://hwrn.co/030315)
- 3/4 Learn What Your Name Means Day.** Create acronyms using Team Member names. For example, HAL = Hospitable, Amazing, and Likable. [hwrn.co/030415](http://hwrn.co/030415)
- 3/5** Have a contest to see who can enroll the most HHonors guests. "HHonor" the winner at the end of the month.
- 3/6 Front Desk Month.** Recognize the team that keeps guests happy from check-in to checkout.
- 3/7** Looking for a reason to celebrate? Sign up for Punchbowl at [hwrn.co/030715](http://hwrn.co/030715) for daily calendar updates that include popular, fun, and unique holidays.
- 3/8 International Women's Day.** Recognize the women on your team today. Or try recognizing a different woman each day this month. Don't leave anyone out!
- 3/9 Recognize Leadership** This month, put the spotlight on Team Members who display Leadership with a customizable values certificate. [hwrn.co/val](http://hwrn.co/val)
- 3/10 International Day of Awesomeness.** Take a moment to recognize feats of awesomeness performed by your Front Desk team. [hwrn.co/031015](http://hwrn.co/031015)
- 3/11** A simple "thank you" doesn't cost anything, but the return can be enormous. View "thank you" quotes at [hwrn.co/031115](http://hwrn.co/031115).
- 3/12** Here's a cool idea: Give your team some well-deserved R&R with DIY towel cakes. [hwrn.co/031215](http://hwrn.co/031215)
- 3/13 Redeem Some Recognition.** Download and give Team Members a customizable recognition coupon, good for lunch, coffee, or anything else. [hwrn.co/rc](http://hwrn.co/rc)
- 3/14 Recognize Diversity.** Download, print, and display flags that represent your Team Member's different nationalities. [hwrn.co/031415](http://hwrn.co/031415)



**Have You Ordered Your Catch Me Cards?** Don't miss out on our biggest recognition program of the year. Order your cards before March 20 to ensure delivery before the program begins on June 1. [hwrn.co/cm](http://hwrn.co/cm)

- 3/15** Challenge Front Desk Team Members to see who can name the most top 100 guests and/or current guests.
- 3/16** Using an unactivated key card and a Sharpie, tell Front Desk Team Members you know that they are “the key to our success.”
- 3/17** Show Team Members you’re lucky to have them with a plastic four-leaf clover or faux rabbit’s foot.
- 3/18** **Location Bingo.** Challenge your Front Desk team to see who can check in guests from the most states, provinces, or countries. [hwrn.co/031815](http://hwrn.co/031815)
- 3/19** **Did You Know?** There are over 100 different customizable certificate options in the Recognition Library. [hwrn.co/031915](http://hwrn.co/031915)
- 3/20** **Catch Me at My Best Card Order Deadline.** Order cards today to ensure delivery before June 1. [hwrn.co/cm](http://hwrn.co/cm)
- 3/21** **Make it Public.** Next time you see a notable act of guest service, recognize that Team Member in front of the guest.
- 3/22** **Front Desk Week.** Get a different department to recognize Front Desk each day. Have Sales bake cookies one day, Engineering make a card the next day, and so on.
- 3/23** **Don’t Forget Your Night Team.** Leave hidden treats and thank you notes or throw a late-night pizza party.
- 3/24** Using the customizable materials, create a “What a Nice Surprise!” certificate to recognize those who show initiative. [hwrn.co/032415](http://hwrn.co/032415)
- 3/25** Five tips for writing more impactful Spirit Award nominations. [hwrn.co/032515](http://hwrn.co/032515)
- 3/26** **It’s Make Up Your Own Holiday Day.** Celebrate your team by giving them their own holiday, such as “My Team is the Best Day.” [hwrn.co/032615](http://hwrn.co/032615)
- 3/27** **Spirit Award Nomination Deadline.** Make a nomination today. [hwrn.co/sa](http://hwrn.co/sa)
- 3/28** **Earth Hour.** Turn off non-essential lights from 8:30-9:30 p.m. local time. Promote using a customizable flyer. [hwrn.co/032815](http://hwrn.co/032815)
- 3/29** Tell us how you’re using the Recognition Calendar for a chance to win monthly prizes. [hwrn.co/cs](http://hwrn.co/cs)
- 3/30** **Get Social.** Use your hotel’s Facebook account to appropriately recognize team accomplishments. More tips at [hwrn.co/033015](http://hwrn.co/033015).
- 3/31** Tips for keeping your recognition fair and balanced. [hwrn.co/033115](http://hwrn.co/033115)



# APRIL RECOGNITION TIPS

## Recognition DIY



**April 16 is High Five Day.** Celebrate by sending an email HIGH FIVE! It's a fun and free way to recognize Team Members near and far. A print-friendly version is also available. [hwrn.co/apr](http://hwrn.co/apr)

- 4/1 Laundry-Linen and Administrative Professionals Month.** Take time to thank these teams.
- 4/2 Q2 Area of Focus: Energy.** Who on your team is helping reduce energy use. Be sure to recognize these champions. [hwrn.co/cor](http://hwrn.co/cor)
- 4/3** Make a wreath of appreciation for your Laundry-Linen team from recycled linens. Find out how at [hwrn.co/040315](http://hwrn.co/040315).
- 4/4 It's Laugh at Work Week.** Humor plays a significant part in a successful business! Go to [hwrn.co/040415](http://hwrn.co/040415) and preview "301 Ways to Have Fun at Work."
- 4/5** Purchase department-specific gifts to recognize your Laundry-Linen and Administrative Professionals teams. [hwrn.co/040515](http://hwrn.co/040515)
- 4/6 International Volunteering Month.** Organize a volunteer event for your team. You can download materials to promote the occasion and recognize champions at [hwrn.co/cor](http://hwrn.co/cor).
- 4/7 15-Minute Recognition.** Hilton Prague Hotel, Czech Republic, recognized their Laundry-Linen team with a series of activities, all designed to be 15 minutes or less. [hwrn.co/040715](http://hwrn.co/040715)
- 4/8** Create a "Wisdom Wall" filled with fun and inspiring quotes from your Team Members.
- 4/9** Buy a bag of bubble gum and thank your Laundry-Linen for their "bubbly personalities."
- 4/10** "The best way to cheer yourself is to try to cheer someone else up." — Mark Twain. For more quotes, [hwrn.co/041515](http://hwrn.co/041515).
- 4/11 Perk Up Your Team.** Surprise your Laundry-Linen team with fresh coffee and pastries this morning!
- 4/12 Laundry-Linen Week.** Throw a Suds Party with ice cream floats and bottles of bubbles. [hwrn.co/041215](http://hwrn.co/041215)
- 4/13 Recognize Teamwork this Month.** Recognize your team players with a customizable Values certificate. [hwrn.co/val](http://hwrn.co/val)
- 4/14** Fill a laundry basket with sodas, bottled waters, chips, and other treats for your Laundry-Linen team.
- 4/15** Purchase a washboard on online. Paste a custom thank you label and present to your Laundry-Linen team. [hwrn.co/041515](http://hwrn.co/041515)

**Recognize Service Anniversaries.** Show Team Members you value their dedication by recognizing service anniversaries. All content is customizable, including language. Download certificates and flyers at [hwrn.co/serv](http://hwrn.co/serv).



- 4/16** Today is International High Five Day. Send your team an email HIGH FIVE. Print HIGH FIVE PDFs for Team Members without email access. [hwrn.co/hi5](http://hwrn.co/hi5)
- 4/17** Increase Helpfulness scores by regularly recognizing a "Helpful Hero." Download a customizable certificate at [hwrn.co/041815](http://hwrn.co/041815).
- 4/18 Soap Stars.** Treat your Laundry-Linen team to a gift basket of handmade soaps.
- 4/19 Administrative Professionals Week.** Download department-specific recognition tools, such as certificates and thank you cards, at [hwrn.co/041915](http://hwrn.co/041915).
- 4/20 I Heart Administrative Professionals.** Bend regular paper clips into hearts to add thought and recognition to every stack of paperwork. [hwrn.co/042015](http://hwrn.co/042015)
- 4/21** Tomorrow is Administrative Professionals Day. Your Admin Professionals keeps their hands busy. Give them an easy-to-create "manicure in a jar." See how at [hwrn.co/042115](http://hwrn.co/042115).
- 4/22 Earth Day.** Join one billion people across the globe to celebrate Earth Day. Download custom recognition materials at [hwrn.co/cor](http://hwrn.co/cor).
- 4/23** 15 simple ideas for recognizing your Administrative Professionals. [hwrn.co/042315](http://hwrn.co/042315)
- 4/24 Spirit Award Nomination Deadline.** What are you waiting for? Nominate today. [hwrn.co/sa](http://hwrn.co/sa)
- 4/25** Tell us how you're using the Recognition Calendar for a chance to win monthly prizes. [hwrn.co/cs](http://hwrn.co/cs)
- 4/26** Make a CEO Light & Warmth Award Nomination. Who consistently exceeds expectations and lives the Hilton Worldwide Values? Winners receive US \$10,000. [hwrn.co/ceo](http://hwrn.co/ceo)
- 4/27** String a clothesline across the laundry room. Use clothespins to attach sheets of paper with the letters T-H-A-N-K-S.
- 4/28** See who can properly fold 10 bath towels in the least amount of time. Invite other departments to participate!
- 4/29 Pass it On.** Recognize a Team Member with two cards or treats. Have them keep one and pass the other on to a peer.
- 4/30** Catch Me at My Best kicks off in a little over a month. Get ready by designating a tally administrator, selecting prizes, and planning your kick-off festivities. [hwrn.co/cm](http://hwrn.co/cm)





# MAY RECOGNITION TIPS

## Recognition DIY



**Enter Your Catch Me Roster.** Get a head start on Catch Me at My Best by taking a few minutes to familiarize yourself with the site. Now is also a good time to enter your team roster. Your 2014 team roster will be available as a starting point. [hwrn.co/may](http://hwrn.co/may)

**5/1** Five key points to effective employee recognition. [hwrn.co/050115](http://hwrn.co/050115)

**5/2** **Back Office / Finance / Revenue Management Week.** Spend some time recognize these priceless Team Members.

**5/3** **Get Ready for Catch Me.** Catch Me may be a month away, but you can begin entering your roster today. [hwrn.co/cmt](http://hwrn.co/cmt)

**5/4** Source a variety of gift items for your Back Office, Finance, and Revenue Management teams at [hwrn.co/050415](http://hwrn.co/050415).

**5/5** Recognize Team Members with a recognition coupon, good for a healthy treat like fruit or granola bars. [hwrn.co/rc](http://hwrn.co/rc)

**5/6** **Careers@HiltonLive: Youth in Hospitality Month.** This event supports our *Open Doors* commitment to impact one million young people around the world by 2019. [hwrn.co/050615](http://hwrn.co/050615)

**5/7** Did You Know? This year, guests will be able to submit catches online. Find out more at [hwrn.co/cmg](http://hwrn.co/cmg).

**5/8** Bring your Back Office stars to the forefront with a customizable certificate. All content is customizable, including language. [hwrn.co/050815](http://hwrn.co/050815)

**5/9** **Recognize Ownership this Month.** Recognize those who "take Ownership of their actions" with a downloadable certificate. [hwrn.co/val](http://hwrn.co/val)

**5/10** Today is Mother's Day in many countries. Recognize the mothers on your team with a flower, a shout out, or a thank you card.

**5/11** This week, focus on a different recognition tactic each day. For idea starters, go to [hwrn.co/051115](http://hwrn.co/051115).

**5/12** Sports. Movies. Superheroes. Freshen up Catch Me by creating a program theme. The possibilities are endless. Go to [hwrn.co/cmth](http://hwrn.co/cmth).

**5/13** Reward Team Members who keep the books with a gift certificate to a bookstore.

**5/14** Thank your number crunchers with a chocolate calculator. Search for "chocolate calculator" online. [hwrn.co/051415](http://hwrn.co/051415)

**5/15** **Chocolate Chip Day.** Yum ... It's also Pizza Party Day. Recognize your Night Audit team with a surprise pizza delivery.

**5/16** Create your own teams on the Tally Website mixing Team Members from Front of House and Back of House to encourage team building. [hwrn.co/cmt](http://hwrn.co/cmt)

### What's New for Catch Me?

Take time to learn all the new features on the Catch Me Tally Site, and enter your Team Member roster, at [hwrn.co/cmt](http://hwrn.co/cmt).



- 5/17 Back Office, Finance, and Revenue Management Week.** Fill 'er Up! Recognize your Revenue Managers who keep your hotels full with a gas card to fill up their gas tank.
- 5/18** Looking for a gift to recognize your "bean counters"? How about jelly beans and a note of thanks?
- 5/19 Fill Their Inbox With Appreciation.** Send a HIGH FIVE to your Back Office, Finance, and Revenue Management teams. [hwrn.co/hi5](http://hwrn.co/hi5)
- 5/20 Tomorrow is International Memo Day.** Download our customizable Catch Me memo and pass it out to your team in advance of the June 1 kickoff. [hwrn.co/052015](http://hwrn.co/052015)
- 5/21 International Food Servers Day.** Turn the tables and give a restaurant gift card to your Food Servers so others can "serve" them.
- 5/22** Thank your Finance team with a personal note of appreciation that says, "I can count on you!" or "You're a great asset!"
- 5/23** Tell us how you're recognizing your department of the month for a chance to win monthly prizes. [hwrn.co/cs](http://hwrn.co/cs)
- 5/24** Hand out chocolate coins to the Team Members who handle your property finances.
- 5/25** Why wait a year to recognize service? Studies show the first 30 days on the job make the biggest impression. [hwrn.co/052515](http://hwrn.co/052515)
- 5/26** Recognize acts of hospitality with a glow stick and a note thanking teammates for "spreading the light and warmth of hospitality." Just search online for glow stick.
- 5/27 Want to know how "Recognition Works?"** View the online interactive tutorial at [hwrn.co/rw](http://hwrn.co/rw).
- 5/28** Contact a nearby hotel of similar size and set up a friendly Catch Me competition. See which hotel can get the most catches.
- 5/29 Spirit Award Nomination Deadline.** Recognize your May superstars with a Spirit Award nomination. [hwrn.co/sa](http://hwrn.co/sa)
- 5/30 Recognition That Sticks.** Have other teams write sticky notes of appreciation and post them where Back Office, Finance, and Revenue Managers work.
- 5/31 Catch Me at My Best Kicks Off Tomorrow.** Make sure Team Members are aware of the program specifics. Learn more at [hwrn.co/cmo](http://hwrn.co/cmo).



# JUNE RECOGNITION TIPS

## Recognition DIY



**Catch Me at My Best Merchandise.** Head over to the Catch Me store for a variety of items to help you promote your program, decorate your team area, and recognize your champions, including buttons, T-shirts, magnets, balloons, key chains, mugs, and more. [hwrms.com/jun](http://hwrms.com/jun)

- 6/1 Catch Me at My Best Begins Today.** It's also Say Something Nice Day. Ask Team Members to catch each other and "say something nice." [hwrms.com/cmo](http://hwrms.com/cmo)
- 6/2 June is LGBT Pride Month.** Did a Team Member run a marathon, donate blood, or buy a new house? Take time to acknowledge personal achievements.
- 6/3 Safety & Security Month.** Recognize your Safety & Security champs with T-shirts, coffee mugs, and more, available at [hwrms.com/060315](http://hwrms.com/060315).
- 6/4 Tomorrow is Doughnut Day.** Get a good start by bringing in doughnuts and a note of thanks. Don't forget treats for the afternoon and night shifts!.
- 6/5 World Environment Day.** How are you recognizing the day? See how hotels celebrated in 2015. [hwrms.com/060515](http://hwrms.com/060515)
- 6/6 I.T. Appreciation Day.** Send an email HIGH FIVE to recognize the Team Members who train, teach, and keep our computers in working order. Go to [hwrms.com/hi5](http://hwrms.com/hi5).
- 6/7** Post different safety and security tips throughout the month. At the end of the month, quiz Team Members, and recognize the winners.
- 6/8 Recognition Rule of Thumb.** Praise should outweigh constructive feedback. Give five compliments for every piece of constructive feedback.
- 6/9 Play Safety Bingo.** Go to [hwrms.com/060915](http://hwrms.com/060915) for rules and bingo cards. Already playing? Try doubling the prizes during June.
- 6/10** Create a "Rookie of the Year" certificate to recognize first-year Team Members and encourage retention. [hwrms.com/061015](http://hwrms.com/061015).
- 6/11 Play Pass the Catch.** Catch a Team Member. Ask them to catch another within 24 hours. Keep going throughout the program.
- 6/12 Did You Know?** This year, there are more Catch Me prizes than ever. They'll be drawn at random so EVERYONE has a chance to win. [hwrms.com/061215](http://hwrms.com/061215)
- 6/13 Catch Me Tip.** Recognize Team Members who make catches, and show your team it's better to give than to receive.
- 6/14** Say thank you to at least five Team Members today. Already thanked five? Thank five more.



### How Are You Celebrating Catch Me?

Tell us how you're celebrating Catch Me and recognizing your winners for a chance to win prizes! [hwrms.com/cmo](http://hwrms.com/cmo)

- 6/15 Recognize “Now” this Month.** Recognize Team Members who operate with a sense of urgency and discipline with a customizable Values certificate. Go to [hwrn.co/val](http://hwrn.co/val).
- 6/16 Recognize a Catch of the Day.** Highlight favorite catches on a daily basis and share with your team. Download flyer at [hwrn.co/061615](http://hwrn.co/061615).
- 6/17** Set Occupancy or SALT Goals. Every time you hit that goal, hold a random drawing to recognize a Team Member who worked that day.
- 6/18** Give every Team Member a Catch Me card. Ask them to catch at least one coworker. Read your favorite comments during huddles.
- 6/19 Sweeten Up the Recognition.** Attach a piece of candy to every completed Catch Me card if you give them back to Team Members.
- 6/20** Tomorrow is Father’s Day in many countries. Recognize the dads on your team with a “World’s Greatest Dad” button.
- 6/21 Safety & Security Week.** Don’t Have a Dedicated Safety Team? Take time to recognize those Team Members who make safety a priority.
- 6/22** Paint a padlock gold to create a traveling trophy for those who make safety and security a priority. [hwrn.co/062215](http://hwrn.co/062215)
- 6/23** Give an inexpensive action figure, along with a personal note of thanks, to your Safety Superheroes.
- 6/24** Tell us how you’re using the calendar to recognize your team for a chance to win monthly prizes. [hwrn.co/cs](http://hwrn.co/cs)
- 6/25 Make Recognition Fun.** Adapt game shows like “Who Wants to Be a Millionaire?” to educate your team. Find out more at [hwrn.co/062515](http://hwrn.co/062515).
- 6/26 Spirit Award Nomination Deadline.** Have you made a nomination this year? Now’s the time. [hwrn.co/sa](http://hwrn.co/sa).
- 6/27 Don’t Leave Anyone Out.** Identify anyone hasn’t been caught yet. Make sure they receive a catch before the end of the month. [hwrn.co/cmo1](http://hwrn.co/cmo1)
- 6/28 IT’S INTERNATIONAL CAPS LOCK DAY.** BE LOUD AND RECOGNIZE YOUR TEAM TODAY.
- 6/29** The year is almost half over. Do a quick recognition spot check and highlight areas where you can improve your efforts.
- 6/30 June Catch Me at My Best Tally Deadline.** Enter your catches online for a chance to win monthly prizes. [hwrn.co/cmt](http://hwrn.co/cmt)



# JULY RECOGNITION TIPS

## Recognition DIY



**Send an eCatch!** Give Catch Me a fun twist and catch Team Members via email! Sending an eCatch is easy. Simply select your brand, customize your message, and hit send! [hwrn.co/jul](http://hwrn.co/jul)

**7/1 Sales & Marketing Month.** Dial up the recognition for this valuable team.

**7/2 Keep Catch Me Fresh.** Keep track of monthly tallies...not just grand totals. Refresh the competition each month.

**7/3** Recognize your Sales & Marketing superstars with department-specific T-shirts, coffee mugs, and more, available at [hwrn.co/070315](http://hwrn.co/070315).



**7/4** Each day or week in July, spotlight a different Sales achievement (e.g., a new account, a successful event, or reaching a monthly sales goal).

**7/5 Q3 Area of Focus: Water.** This quarter, don't forget to recognize Team Members who are key in reducing water use. [hwrn.co/cor](http://hwrn.co/cor)

**7/6** "It's not how much we give, but what we put into the giving." —Mother Teresa

**7/7** Do you need more Catch Me cards? A limited supply is available for reorder at [hwrn.co/070715](http://hwrn.co/070715).

**7/8 Going on Vacation/Holiday?** While you're out, take a minute to send a post card to your team thanking them for keeping everything in order.

**7/9 Today is Sugar Cookie Day.** Thank your Sales team by bringing in a batch of sugar cookies with notes of thanks.

**7/10 Pocket Full of Catches.** Put 10 blank Catch Me cards in your pocket at the start of the day. Don't leave until your pockets are empty.

**7/11 Pump Up Back-of-House Catches.** Every time a front-of-house Team Member gets caught, have him or her catch someone from Back of House.

**7/12 Catch Me Selfies.** Post photos of Team Members holding their catches. Share them using #catchmeselfie and win monthly prizes. [hwrn.co/cmt](http://hwrn.co/cmt)

**7/13 Make a CEO Light & Warmth Award Nomination.** Recognize your "best of the best." Winners receive US \$10,000 and company-wide recognition. [hwrn.co/ceo](http://hwrn.co/ceo)

**7/14** Tomorrow is the Catch Me halfway point. Think about ways to freshen up the program, like a new theme or prizes.

**7/15 Today is Catch Me Day.** Today, let's catch every Team Member at our hotels and across Hilton Worldwide. All entries will be eligible for prizes. [hwrn.co/cmt](http://hwrn.co/cmt)

### Remember to Include Your eCatches!

You can include all of the eCatches you team sends and receives in your tallies! [hwrn.co/cmo](http://hwrn.co/cmo)

- 7/16 Recognize 100% Occupancy.** Get a deck of playing cards. Give your Sales team three kings and two queens. Thank them for the “Full House.”
- 7/17 Give Frequent Recognition “PATS”:** Make recognition **P**ersonal, make it **A**uthentic, make it **T**imely, and make it **S**pecific.
- 7/18 Catch Me Tip.** Focus your catches on areas that need the most improvement (e.g., attention to detail or cleanliness).
- 7/19 Sales & Marketing Week.** It’s Ice Cream Day! Hand out “Nice Cream” cones to your team. Download customizable cone wrappers at [hwrn.co/071915](http://hwrn.co/071915)
- 7/20** Recognize your Sales & Marketing superheroes with superhero lollipops. See how easy they are to make at [hwrn.co/072015](http://hwrn.co/072015).
- 7/21** Catch your Sales & Marketing team and thank them for “dialing” up the hospitality.
- 7/22** Give a cold beverage or ice cream to Team Members who are “cool under fire.”
- 7/23 Today is Hot Dog Day!** Hold a cookout and recognize your team with this classic food. Share hot dog trivia from [hwrn.co/072315](http://hwrn.co/072315).
- 7/24** Tell us how you’re using the Recognition Calendar for a chance to win monthly prizes. [hwrn.co/cs](http://hwrn.co/cs)
- 7/25 Spirit Award Nomination Deadline.** Who are your largest accounts or your biggest events? Build a simple sales-themed crossword puzzle at
- 7/26** Create an “ABCD” award to recognize Team Members who go “Above and Beyond the Call of Duty.” [hwrn.co/072615](http://hwrn.co/072615)
- 7/27** When your team lands a new account, thank them with a prize that fits the client (e.g., if it’s an auto company, give them a toy car and a thank you note).
- 7/28 Fun With Food.** Give a jar of salsa to someone who’s on fire with hospitality, or a jar of jelly to someone who always helps out in a jam.
- 7/29** Create a list of “Star Accounts” you want. When your team books someone from this list, give them a “Star” reward, such as movie tickets or dinner.
- 7/30 Tomorrow is the July Catch Me at My Best Tally Deadline.** [hwrn.co/cmt](http://hwrn.co/cmt)
- 7/31 Spirit Award Nomination Deadline.** Nominating takes just a few minutes and can create a long-lasting impact. Now’s the time. [hwrn.co/sa](http://hwrn.co/sa).



# AUGUST RECOGNITION TIPS

## Recognition DIY



**Induct Your Team into the 2015 Housekeeping Wall of Fame.** International Housekeeping Week is September 13-19. Start by inducting your Kings and Queens of clean into the Wall of Fame for the chance to win prizes. Then, download customizable materials to promote your activities and recognize your champions. Let's make this our best Housekeeping Week yet! [hwrn.co/aug](http://hwrn.co/aug)

**8/1 Human Resources Month.** Make it your policy to recognize this talented team.

**8/2 Today is Friendship Day.** Take time to get to know one or more new Team Members.

**8/3** Thank your **HeRos** of HR with a department-specific items, such as T-shirts, coffee mugs, and more. [hwrn.co/08031](http://hwrn.co/08031)

**8/4 Play "Hot Potato."** Set a timer. Catch a Team Member, ask them to catch someone else, and so on. Catch as many teammates as you can within the time limit.

**8/5 Recognize Integrity this Month!** Thank Team Members who "do the right thing, all the time" with a customizable certificate. [hwrn.co/val](http://hwrn.co/val)

**8/6 Catch Me Tip.** Don't just recognize number of catches received. Spotlight the funniest and most memorable catches as well.

**8/7 Congratulations to Our July Catch Me Winners!** Go to [hwrn.co/080715](http://hwrn.co/080715) to see who won.

**8/8 Did You Know?** One in three employees leaves their job due to lack of recognition..

**8/9** Download 2015 International Housekeeping Week artwork and create gifts for your team, such as T-shirts. [hwrn.co/080915](http://hwrn.co/080915)

**8/10 It's S'mores Day.** Give your HR team "s'more" recognition with this tasty graham cracker treat. [hwrn.co/081015](http://hwrn.co/081015)

**8/11 Have You Selected Your Catch Me Prizes?** Go to [hwrn.co/081115](http://hwrn.co/081115) for ideas.

**8/12 International Youth Day.** Recognize Team Members who work with youth organizations with a customizable certificate. [hwrn.co/cor](http://hwrn.co/cor)

**8/13 Catch Team Members Outside of the Hotel.** Send an eCatch to your owner, BPS Director, remote employees, or sister properties. [hwrn.co/081315](http://hwrn.co/081315)

**8/14** Beginning on August 16, enter your Housekeeping team to the "Wall of Fame," for a chance to win prizes. It's easy. [hwrn.co/ihw](http://hwrn.co/ihw)

### Build a Housekeeping Week Scrapbook.

Add photos of your team along with congratulatory messages, then download a scrapbook specific to your location. Print and display the scrapbook for all to see! [hwrn.co/ihw](http://hwrn.co/ihw)



- 8/15 Today is Relaxation Day.** Give your HR team a relaxation kit. Go to [hwrn.co/081515](http://hwrn.co/081515) for dozens of ideas.
- 8/16 Human Resources Week.** Buy letter-shaped candles. Stick an “H” and “R” on top of a cake or cupcake for your HR heroes.
- 8/17** Thank your HR team for wearing a lot of hats with a custom paper hat. Search online for “how to make a paper hat.”
- 8/18** HR tends to handle the bulk of the recognition. Turn the tables and have all departments take a turn at recognizing HR this week.
- 8/19 Recognition Tip.** When you recognize a Team Member, make sure to also recognize those who helped make their accomplishment possible.
- 8/20 It's Lemonade Day.** Have a pitcher of lemonade ready to thank your HR team for their refreshing hospitality.
- 8/21** Make sure to catch your HR team, as well as anybody who helps administer the program.
- 8/22 Finish Catch Me Strong.** Plan a contest and see how many peer-to-peer catches your team can make during the final week.
- 8/23 Catch Me Selfies.** Send us photos of Team Members holding their catches using #catchmeselfie and win monthly prizes.
- 8/24 Celebrate Waffle Day.** Cook up some waffles for your team during your daily huddle. [hwrn.co/082415](http://hwrn.co/082415)
- 8/25** Tell us how you're using the Recognition Calendar for a chance to win monthly prizes. [hwrn.co/cs](http://hwrn.co/cs)
- 8/26 Recognize Improvements Along the Way.** For example, if your goal is 90 accident-free days, recognize your team at the 30- and 60-day marks.
- 8/27 Just Because Day.** Looking for a reason to recognize your team? How about “just because.” Here are five “just because” ideas. [hwrn.co/082715](http://hwrn.co/082715)
- 8/28 Spirit Award Nomination Deadline.** Consider nominating your Catch Me champions. [hwrn.co/sa](http://hwrn.co/sa)
- 8/29 Catch Everyone!** Catch Me at My Best ends in two days. Has everyone on your team been caught? Tally catches at [hwrn.co/cmt](http://hwrn.co/cmt).
- 8/30** Use Recognition Coupons to recognize your Catch Me champions. Make them redeemable for small prizes. Download at [hwrn.co/rc](http://hwrn.co/rc).
- 8/31 Catch Me at My Best Ends Today. Tally Your Catches.** Enter catches to be eligible to win monthly / grand prizes. [hwrn.co/cmt](http://hwrn.co/cmt)





# SEPTEMBER RECOGNITION TIPS

## Recognition DIY



**Celebrate Years of Service.** Whether your Team Member is celebrating five years of service or 50, you'll find everything you need on to recognize service anniversaries at [hwrn.co/sep](http://hwrn.co/sep). Download customizable certificates, flyers, and best practices to fit every budget.

- 9/1 Housekeeping Month.** Purchase Housekeeping Week hats, buttons, T-shirts, mugs, and more. [hwrn.co/090115](http://hwrn.co/090115)
- 9/2** Download a Housekeeping Week Celebration Planner, and plan a different simple activity for each day. [hwrn.co/hwc](http://hwrn.co/hwc)
- 9/3** September is the perfect time to launch a Housekeeping-focused SALT incentive, such as increasing cleanliness scores.
- 9/4** Download 101 Housekeeping Week best practices and recognition tips at [hwrn.co/090415](http://hwrn.co/090415).
- 9/5** Hand out candy bars and water bottles with customizable thank you labels for your Housekeeping team. [hwrn.co/hwc1](http://hwrn.co/hwc1)
- 9/6** Looking for ideas to recognize your Housekeeping team? See what other hotels did last year. [hwrn.co/ihw](http://hwrn.co/ihw)
- 9/7 Giving Back.** The team at Hilton Rose Hall Resort & Spa celebrated Housekeeping Week by visiting a local hospital and providing care to its patients.
- 9/8** At many hotels, Housekeepers represent diverse nationalities. Hold a potluck and celebrate your cultural diversity. [hwrn.co/090815](http://hwrn.co/090815)
- 9/9** If standards allow, post a photo of your Housekeeping team in a public area during September, letting guests know how special this team is.
- 9/10** Have a contest to see who makes beds to brand standard the fastest. Next, try it blindfolded!
- 9/11 Catch Me at My Best Tallies Due.** It's the last day to enter tallies. Catches must have been made between June-August. [hwrn.co/cmt](http://hwrn.co/cmt)
- 9/12 Recognize Leadership this Month.** Take time to spot and recognize your hidden leaders. [hwrn.co/val](http://hwrn.co/val)
- 9/13 International Housekeeping Week.** Use the Recognition Website to add photos of your team and create a scrapbook. [hwrn.co/ihw](http://hwrn.co/ihw)
- 9/14 Today is Boss / Team Member Exchange Day.** Spend some time pitching in and helping out you're your Housekeeping team.
- 9/15 Hand Out the Recognition!** Treat your Housekeeping team to a manicure this week.
- 9/16 Housekeeping Fun Facts.** Calculate the number of beds made, square footage cleaned, and more. Print and present! [hwrn.co/091615](http://hwrn.co/091615)



- 9/17** Conduct random room inspections and give Housekeeping Bucks to Housekeepers who earn a perfect score. [hwrn.co/hb1](http://hwrn.co/hb1)
- 9/18** Hold a towel animal folding class for your Housekeeping team. Have Team Members (and guests) vote on the winners. Find out how. [hwrn.co/091815](http://hwrn.co/091815)
- 9/19** **Grand Finale.** Hold a closing awards ceremony and invite Housekeepers' families. Download certificates at [hwrn.co/hwc1](http://hwrn.co/hwc1).
- 9/20** **Make a CEO Light & Warmth Award Nomination.** The deadline is less than a month away. [hwrn.co/CEO](http://hwrn.co/CEO)
- 9/21** **Congratulations to Our Catch Me Grand Prize Winners!** Go to [hwrn.co/092115](http://hwrn.co/092115).
- 9/22** **Today is Family Day.** Send a personal letter to your Housekeepers and their families thanking them for their dedication.
- 9/23** This month is the perfect time to launch a Housekeeping-focused SALT incentive, such as increasing cleanliness scores.
- 9/24** Housekeeping Week may be over, but the recognition doesn't have to end. Create a traveling trophy by painting a dustpan gold.
- 9/25** **Spirit Award Nomination Deadline.** Consider nominating your Housekeeping heroes. [hwrn.co/sa](http://hwrn.co/sa).
- 9/26** **Create a Happy Cart.** Stock a Housekeeping cart with small gifts and treats. Have managers deliver the goodies to the team.
- 9/27** Tell us how you're using the Recognition Calendar for a chance to win monthly prizes. [hwrn.co/cs](http://hwrn.co/cs)
- 9/28** "I have learned to imagine an invisible sign around each person's neck that says, 'Make me feel important.'" —Mary Kay Ash, U.S. entrepreneur
- 9/29** Perk up your team during today's huddle or break with some coffee, tea, and/or hot chocolate.
- 9/30** **Housekeeping Week Wall of Fame Deadline.** Induct your team into the 2015 Housekeeping Wall of Fame for a chance to win a team party. [hwrn.co/093015](http://hwrn.co/093015)

**Global Week of Service is October 18-24.**

Download flyers, certificates, and eCards to help promote your activities and recognize Team Member accomplishments. All content is customizable, including language. [hwrn.co/sep](http://hwrn.co/sep)



# OCTOBER RECOGNITION TIPS

## Recognition DIY



**Make a CEO Light & Warmth Award Nomination.** Who consistently exceeds expectations and lives our shared Hilton Worldwide values? Nominate them by October 10 at [hwrn.co/oct](http://hwrn.co/oct).

- 10/1 Valet, Van Drivers, Concierge, Bell Team Month.** Drive home recognition for these resourceful teammates.
- 10/2 World Smile Day.** Download a customizable "Smile Day" certificate (or send a HIGH FIVE) thanking a Team Member for brightening your day. [hwrn.co/100215](http://hwrn.co/100215)
- 10/3 International Disability Employment Awareness Month.**
- 10/4 Fire Prevention Week (October 4-10).** Create your own safety-themed crossword puzzle. Reward Team Members who answer all questions correctly. [hwrn.co/100415](http://hwrn.co/100415)
- 10/5 Customer Service Week (October 5-9).** Recognize Team Members who make great customer service possible with a customizable certificate. [hwrn.co/100515](http://hwrn.co/100515)
- 10/6 Q4 Area of Focus: Waste.** Take time to reinforce your commitment to reducing waste and recognize those who help make this happen. [hwrn.co/cor](http://hwrn.co/cor)
- 10/7** During Customer Service Week, see who can enroll the most HHonors guests. Or recognize a "Guest of the Day."
- 10/8** Thank your Valet, Van Drivers, Concierge, and Bell team with department-specific gift items, like T-shirts and coffee mugs. [hwrn.co/100815](http://hwrn.co/100815)
- 10/9 Recognize Teamwork this Month.** TEAMWORK = Together Everyone Achieves More With Organization, Recognition, and Knowledge.
- 10/10 2015 CEO Light & Warmth Award Deadline.** Winners receive US \$10,000 US and company-wide recognition. [hwrn.co/ceo](http://hwrn.co/ceo)
- 10/11 Valets, Van Drivers, Concierge, and Bell Team Week.** Download department-specific recognition tools, like certificates and thank you cards. [hwrn.co/101115](http://hwrn.co/101115)
- 10/12** Your Van Drivers and Valet get guests where they need to go. Return the favor with a gas or transportation card.
- 10/13 Diversity Awareness Month.** Recognize Team Members from different cultural backgrounds with an international potluck.
- 10/14 October 14-18 is Accounts Payable Week.** Send a HIGH FIVE to recognize this valuable team. [hwrn.co/hi5](http://hwrn.co/hi5)

**Customer Service Week.**  
This week serves as an important reminder of the ultimate purpose of our job: It's about serving guests. Find out more. [hwrn.co/csw](http://hwrn.co/csw).



- 10/15 It's Cake Decorating Day.** Go all out and bring in a decorated cake for your team. Or make one yourself. [hwrn.co/101515](http://hwrn.co/101515)
- 10/16 Boss's Day.** Recognize your leaders with a "World's Best Boss" mug. Include a card signed by all Team Members. [hwrn.co/101615](http://hwrn.co/101615)
- 10/17 Tomorrow is Chocolate Cupcake Day.** Cook up some recognition for your Valet, Van Drivers, Concierge, and Bell teams. [hwrn.co/101715](http://hwrn.co/101715)
- 10/18 Global Week of Service.** Download materials to promote the week and recognize your GWS champions. [hwrn.co/101815](http://hwrn.co/101815)
- 10/19 Brake to Say Thanks.** Treat your drivers to a short break, including snacks or lunch, and thank them for their "full tank" of hospitality.
- 10/20** Decorate a luggage cart with crepe paper, balloons and notes of thanks for your Valet, Van Drivers and Bell teams.
- 10/21** How are you using the Recognition Calendar to recognize your team? Let us know and win monthly prizes. [hwrn.co/cs](http://hwrn.co/cs)
- 10/22 Gear Up the Recognition.** Surprise your drivers by safely decorating their vehicle. Leave a thank you card on the driver's seat.
- 10/23 Reserve Some Recognition.** Turn the tables on your Concierge team, and make a reservation for them at a local restaurant.
- 10/24** Recognize your Global Week of Service accomplishments with customizable flyers and certificates. [hwrn.co/cor](http://hwrn.co/cor)
- 10/25** Recognize your team by sharing photos from this year's Global Week of Service on your property's social media page.
- 10/26** Who's always there for others? Show them they're a lifesaver with Lifesavers candy. Download a customizable wrapper at [hwrn.co/102615](http://hwrn.co/102615).
- 10/27 Tomorrow is Chocolate Day.** Bring in some chocolate for your team. Use the customizable candy bar wrappers and add a personal note of thanks. [hwrn.co/102715](http://hwrn.co/102715)
- 10/28** Bring in a suitcase and have Team Members place sticky notes of thanks for your Bell team on it.
- 10/29** Get more tips to recognize your Valet, Van Drivers, Concierge, Bell Team at [hwrn.co/102915](http://hwrn.co/102915).
- 10/30 Spirit Award Nomination Deadline.** Who on your team consistently exceeds expectations? [hwrn.co/sa](http://hwrn.co/sa).
- 10/31 Halloween Recognition.** "Treat" Team Members to candy with custom wrappers that include messages of thanks. [hwrn.co/103115](http://hwrn.co/103115)



# NOVEMBER RECOGNITION TIPS

## Recognition DIY



**Customize Your Recognition.** Recognize Team Member accomplishments with one of the 100+ certificates, flyers, thank you notes, birthday greetings, water bottle labels, and more available at [hwrn.co/nov](http://hwrn.co/nov). All content is customizable, including language.

- 11/1 Managers & Supervisors Month.** Thank Managers and Supervisors for leadership with a mug, T-shirt, or other department-specific item at [hwrn.co/110115](http://hwrn.co/110115).
- 11/2 Our Heroes.** Purchase a Superman or -woman action figure to let your Supervisors know how "super" they really are.
- 11/3** Watch "Recognition Works," our online interactive recognition tutorial for tips on honing your recognition skills. [hwrn.co/rw](http://hwrn.co/rw)
- 11/4** Take a team photo and frame it for your manager. Or better yet, take video of Team Members thanking your managers like DoubleTree by Hilton Hotel Binghamton. [hwrn.co/110415](http://hwrn.co/110415)
- 11/5** Research shows it takes 48% longer to understand a negative statement than a positive one.
- 11/6** Recognize creativity with a "Brightest Bulb Award." Use a Sharpie to (carefully!) decorate a light bulb. [hwrn.co/110615](http://hwrn.co/110615)
- 11/7** "A man doesn't live on bread alone. He needs buttering up once in a while."  
—Robert H. Henry, US Medal of Honor recipient
- 11/8** "I've learned that people will forget what you said, people will forget what you do, but people will never forget how you made them feel." —Maya Angelou
- 11/9 Recognition Book Club.** Check out "1001 Ways to Energize Employees" by Bob Nelson. [hwrn.co/110915](http://hwrn.co/110915)
- 11/10** Present a Leadership certificate to your hotel leaders. All content is customizable, including language. [hwrn.co/val](http://hwrn.co/val)
- 11/11 Recognize Leadership this Month,** Present a Leadership certificate to your hotel leaders. All content is customizable, including language. [hwrn.co/val](http://hwrn.co/val)
- 11/12** Guess What? We all want to be recognized... including Managers. Don't forget to thank your leaders.
- 11/13 It's World Kindness Day.** Share a kind word with your team via an email HIGH FIVE, certificate, or Spirit Award nomination. [hwrn.co/111315](http://hwrn.co/111315)
- 11/14 Tomorrow is World Recycling Day.** View recycling resources and best practices at [hwrn.co/111415](http://hwrn.co/111415).



### Recognition On a Budget.

You can find hundreds of low- and no-cost recognition ideas and resources at the Recognition Pinterest Page ([hwrn.co/pin](http://hwrn.co/pin)) and the Recognition Library ([hwrn.co/rml](http://hwrn.co/rml)).

- 11/15 Managers & Supervisors Week.** Download department-specific recognition tools, like certificates and thank you cards. [hwrn.co/111515](http://hwrn.co/111515)
- 11/16** Spotlight different department Supervisors each day of the week. Housekeeping on Monday, Front Desk on Tuesday, and so on.
- 11/17 It's Electronic Greeting Card Day.** Send an email HIGH FIVE to your team to thank them for living our Values. [hwrn.co/hi5](http://hwrn.co/hi5)
- 11/18** Thank your night Supervisors for their "round-the-clock" dedication with an evening for two to a movie or restaurant.
- 11/19** Sign up new leaders to "Recognition Matters!", our monthly eNewsletter. [hwrn.co/111915](http://hwrn.co/111915)
- 11/20** Take a photo of your team and present it to your Manager or Supervisor at your next stand up meeting. Have everyone sign it.
- 11/21 It's Family Volunteer Day.** For your next volunteer event, invite Team Members to bring their families.
- 11/22 It's Family Week.** Do you have a year-end function or volunteer event coming up? Consider inviting family members to attend.
- 11/23** Your Managers give you direction. Return the favor and create an online street sign named after your GM. For example, Jim Smith Lane. [hwrn.co/1121](http://hwrn.co/1121)
- 11/24 Go Team!** Your Managers and Supervisors lead and coach others. Thank them with a coach's hat. [hwrn.co/112415](http://hwrn.co/112415)
- 11/25** How are you using the Recognition Calendar to recognize your team? Let us know and win monthly prizes. [hwrn.co/cs](http://hwrn.co/cs)
- 11/26** It's Thanksgiving Week in the US. Regardless of your location, create a "Wall of Thanks" and post thank you notes to your team. Invite everyone to participate.
- 11/27 Spirit Award Nomination Deadline.** Nominating takes just a few minutes. The impact can last a lifetime. [hwrn.co/sa](http://hwrn.co/sa)
- 11/28** Do you have a Team Member of the Month or Quarter award? Think about naming a Supervisor of the Month or Quarter!
- 11/29** Who's Your Sunday Superhero? Recognize a different Team Member every day of the week with a fun title. For example, a Monday Motivator and a Tuesday Team Player.
- 11/30** The year's almost over. Use December to catch up on your recognition goals, such as making a Spirit Award nomination. [hwrn.co/sa](http://hwrn.co/sa)



## DECEMBER RECOGNITION TIPS

### Recognition DIY



**End the Year with Spirit!** Nominate a deserving Team Member for the Spirit Award, our highest form of brand-specific Team Member recognition. [hwrn.co/dec](http://hwrn.co/dec)

- 12/1 All Departments Month.** Take time to thank everyone who made 2015 great.
- 12/2** Do you have a Spa & Recreation team? Treat them to a bit of “recreation” themselves, like a gift card to a movie.
- 12/3 Recognize Now this Month.** Recognize Team Members with customizable Values certificates or HIGH FIVES. [hwrn.co/val](http://hwrn.co/val)
- 12/4** Make a checklist including all departments. Have you recognized all of them this year? If not, focus on the missing departments this month.
- 12/5 It’s International Volunteer Day.** Recognize Team Members who give back and strengthen our communities. [hwrn.co/120515](http://hwrn.co/120515)
- 12/6** Post positive words describing your team starting with the letter “A.” The next day (or week), move on to the next letter. Don’t stop until the alphabet is complete. [hwrn.co/120615](http://hwrn.co/120615)
- 12/7 It’s Letter Writing Day.** Write a letter to your team celebrating their 2015 accomplishments. Send the letter to your team’s homes.
- 12/8 Customizable Recognition Trophy.** Add your Team Member’s name and a personal message, then trim, fold, and present. [hwrn.co/120815](http://hwrn.co/120815)
- 12/9 Recognition Starts on Day One.** Present a “Welcome” flyer to new Team Members and invite other Team Members to sign it. [hwrn.co/120915](http://hwrn.co/120915)
- 12/10 Drink in the Recognition.** Pass out sodas with straws. Download customizable thank you flags to attach to the straws. [hwrn.co/121015](http://hwrn.co/121015)
- 12/11 Download a Spirit Scorecard!** Write down acts of hospitality. When a teammate gets three mentions, make a Spirit nomination. [hwrn.co/121115](http://hwrn.co/121115)
- 12/12** Ask Team Members to vote for a 2015 all-star and nominate them for the Spirit Award. [hwrn.co/sa](http://hwrn.co/sa)
- 12/13 2015 Top 10.** Write your top 10 favorite team memories or achievements of the year! Post a different one each day as you countdown to 2016.
- 12/14 Announce a 2015 Wall of Fame.** Recognize fun and notable feats like perfect attendance or best smile. Use customizable certificates from [hwrn.co/121415](http://hwrn.co/121415).
- 12/15** Tell us how you used the Recognition Calendar to recognize your team in 2015. Let us know for a chance to win prizes. [hwrn.co/cs](http://hwrn.co/cs)
- 12/16 Create a Thank You Wreath.** Ask Team Members to write recognition messages on green Post-It notes. Display in the shape of a holiday wreath. Don’t forget a red bow!



- 12/17 We Want Your Feedback!** What recognition changes / improvements would you like to see in 2016? Go to [hwrn.co/121715](http://hwrn.co/121715) and let us know.
- 12/18** "There are two ways of spreading light: to be the candle or the mirror that reflects it."  
—Edith Wharton, novelist
- 12/19 Download the 2016 Recognition Calendar.** 365 simple tips to build a more engaged team. [hwrn.co/121915](http://hwrn.co/121915)
- 12/20** Hang holiday ornaments recognizing all of your Team Members. Have Team Members help create them. [hwrn.co/122015](http://hwrn.co/122015)
- 12/21 It's Look on the Bright Side Day.** Thank Team Members for "spreading the light and warmth of hospitality."
- 12/22** Pay special attention to Team Members who sacrifice family time to work holiday shifts. Leave a surprise treat, gift card, or note of thanks.
- 12/23 Standing Ovation.** Download a free applause app on your smart phone for a fun way to recognize Team Members. Search "applause."
- 12/24 All in the Family.** When you honor an individual with a prestigious award, like a milestone anniversary, invite their family to the celebration.
- 12/25 Spirit Award Nomination Deadline.** End the year right. Make a nomination. [hwrn.co/sa](http://hwrn.co/sa).
- 12/26 Who's Your CMO?** Name a Chief Morale Officer and let them help plan your 2016 recognition efforts. [hwrn.co/122515](http://hwrn.co/122515)
- 12/27** Take a few minutes to set 2016 recognition goals. Try to increase your efforts year over year. For example, if you made 5 Spirit nominations in 2015, make 10 in 2016.
- 12/28 Get Ready for the New Year.** In January, we recognize Maintenance & Engineering. Go to [hwrn.co/122815](http://hwrn.co/122815) for more info.
- 12/29** Send a HIGH FIVE to offsite Team Members such as corporate support and ownership, thanking them for their support in 2015. [hwrn.co/hi5](http://hwrn.co/hi5)
- 12/30 Make a 2016 CEO Light & Warmth Award Nomination Starting January 1.** Winners receive US \$10,000 and company-wide recognition. [hwrn.co/ceo](http://hwrn.co/ceo)
- 12/31** Recognize the Team Member that checks in the last guest of 2015... or the first guest of 2016.



**Think About Making a 2016  
CEO Light & Warmth Award  
Nomination.**

It's never too early. Nominations  
open January 1, 2016. [hwrn.co/ceo](http://hwrn.co/ceo)