



## “Favorite Things” Resource

Are you interested in finding quick and easy ways to make someone feel special, provide a reward for a job well done, or celebrate an employee’s anniversary or birthday? It can be difficult to remember everyone’s preferences, especially if you work on a large team.

Our “These are a Few of My Favorite Things” resource is the perfect tool to make things easier. When you are onboarding a new employee, in a team meeting, or just as a fun bonding activity - print page 2 and give one individual sheet to each person to fill out. Keep this in their personnel file or scan into your computer for safe keeping. Refer back each time you would like to recognize or treat that person. Small gestures like this go a long way in making someone’s day!

### Bonus Tips!

- Ask someone how they like to be appreciated- some don’t like public recognition while others prefer it.
- Remain consistent- if you celebrate one staff member’s birthdays with their favorite cake, do that for everyone.
- Handwritten notes are a great compliment to a small treat.
- Make notes like the ones above, anniversary dates, etc. on the back of each sheet to keep things together.
- Use this as a starting point. If different items make sense for you and your team - feel free to get creative! It’s the gesture that counts.

THESE ARE A FEW OF MY  
*Favorite*  
**THINGS**

**NAME:** \_\_\_\_\_  
**BIRTHDAY:** \_\_\_\_\_

**Snack:**  
**Plant or Flower:**  
**Color:**  
**Drink:**  
**Cake:**  
**Hobby:**  
**Scent:**  
**Cookie:**  
**Candy:**  
**Holiday:**  
**Other:**  
(book, movie, sport, etc.)

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*Favorite*  
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BIRTHDAY: \_\_\_\_\_

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Plant or Flower:  
Color:  
Drink:  
Cake:  
Hobby:  
Scent:  
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