One-Week Appreciation Planner

Monday to Friday, one small thing each day

Promotional Product Inc
promotionalproductinc.com
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Team / department: _____

Week of: _____

Day	Idea	Who is in charge	Budget	Done
Mon	Kickoff breakfast			☐
Tue	Handwritten thank-you notes			☐
Wed	Peer shout-out board			☐
Thu	Fun hour (optional)			☐
Fri	Lunch and a keepsake			☐

Before the week

- [ ] Ask about allergies and dietary needs; label the food
- [ ] Plan food for every shift, not just days
- [ ] Ship a care package to remote teammates
- [ ] Request a quote for a keepsake with your logo

Thank-you note starter

Dear _____,

Thank you for _____ (what you did).

It mattered because _____ (the result).

With thanks, _____

Shout-out card

To: _____

From: _____

I appreciate you because:

_____

_____

_____

Tip: Employee Appreciation Day is the first Friday in March (March 5 in 2027). Specific beats generous every time.