

10 ways to appreciate your team

Everybody wants to feel recognized by their bosses and peers. Here's how you can say thanks and boost morale in your practice.



1 **Just say it.** One-on-one, in a team meeting, in a handwritten note, in an e-mail, in your practice newsletter—thank your co-workers for their efforts and tell how they helped you. If grateful clients tell of another team member's gesture, be sure to pass the word along.

Acknowledge special occasions.

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This includes events from weddings or civil unions to birthdays and employment anniversaries. You can help co-workers celebrate by decorating the break room or their locker or work space, giving fresh flowers from your garden, or sending e-cards or greeting cards.

3] Offer a choice.

If you're sharing a to-do list with other team members, ask what their least favorite tasks are and choose those tasks for yourself. If you're the team member in charge of purchasing office or medical supplies, reminder postcards, or break room snacks, ask co-workers their preferences and incorporate them whenever possible.

7. Relieve stress. Lead a mini-yoga class during lunch. Bring in a boom box and soothing music to play in your break room. Or offer to cover a team member's responsibilities for a few minutes so he or she can sit down or get up and stretch.

Help run errands.

And keep them from filling each other's free time by offering to drop off co-workers' film for developing or pick up their dry cleaning while you're out. If you can give manicures or sew buttons, offer your services for free.

Encourage physical activity.

Do your part to encourage an alert and energetic team by gathering others to walk the parking lot during lunch and supporting co-workers who want to participate in weight loss or exercise programs.

8) FILL BELLIES. Bring home-baked goodies, bagel and coffee breakfasts, or leftovers from a family party. You can also donate or purchase a practice coffee pot or espresso machine.

9. Pool your entertainment resources.

Solicit others to share vacation homes, timeshares, or season tickets to the theater or for local sports teams when they're not using them. And share any event tickets and coupons you can't use with your team members.

10] HAVE FUN. Take the work out of having fun and organize sports tournament pools, potluck lunches, or an after-hours play date for team members' pets. *

4 **Be flexible.** You don't have free time to waste—and neither do your co-workers. So be willing to switch shifts or opening or closing responsibilities to help maximize personal time.

