Make a Gratitude Board

Gratitude gestures can enhance positive emotions and increase feelings of being valued by both the person expressing and receiving the words of appreciation. When people feel that they can trust one another and understand that they are important to a team, it can facilitate creativity, innovation, engagement, and effective collaboration.

**Step 1: Identify the Format and Location of Your Gratitude Board.**
For physical gratitude boards, utilize a bulletin board, poster board, or any other materials you may have where colleagues can post their appreciation. For virtual gratitude boards, utilizing a digital format can allow your team to conveniently post or view messages. Look for frequent meeting spaces or simply identify a section of a wall and dedicate it as a “gratitude space.”

**Step 2: Give it a Creative Name.**
The sky is the limit when it comes to creativity! Make a banner or headline for your gratitude space so it can easily catch everyone’s attention. You can label it anything from “Gratitude Board,” “Kudos Board,” “Share Your Thanks,” “What Are You Grateful For?” or any other name you like.

**Step 3: Decide on the Instructions.**
Decide how you want the gratitude board to look like and if you prefer the notes to be anonymous or not (or they could be a combination of named and anonymous notes). Think about what types of gratitude comments that your department can post. For example, they may want to express appreciation for what a colleague does.

**Step 4: Provide the Materials.**
For physical gratitude boards, provide sticky notes or small, blank pieces of paper (brightly colored paper can be particularly eye-catching). For virtual gratitude boards, Lino is a great way for team members to easily access the board and post their notes.

**Step 5: Encourage Your Team to Participate.**
Encourage all members of your team to post notes of thanks, appreciation, photos, and recognition for one another. Reminding your team about the gratitude board through emails or meetings are great ways to promote your department’s gratitude board.