Frequency Log

For the next month, track the number of times you recognize your team members each week. Establish a habit of weekly recognition for each member of your team.

TEAM MEMBERS	WEEK 1	WEEK 2	WEEK 3	WEEK 4
Kelly Callahan	put in extra effort on presentation	resolved customer concern quickly	pitched ideas for team development	helped James negotiate contract

Follow Up

After four weeks of keeping this log, what have you learned about yourself, your team, and recognition as a leadership tool?