



Tips & Action Steps - “Highway of Honor: Tips & Actions for Recognizing Colleagues”

Recognition doesn’t have to wait until award season. Every stop along the way is a chance to lift up colleagues and celebrate their contributions. Use these ideas to keep recognition rolling all year long.

Why Recognition Matters

- Fuels motivation and job satisfaction.
- Strengthens teamwork and trust.
- Helps colleagues feel seen, valued, and connected.
- Inspires all of us to keep making a difference for Nebraskans.

Recognition in Action: Quick Ideas

Everyday Stops

- Say it out loud: Thank a colleague in the moment when you notice effort or impact.
- Send a note: A quick email, handwritten card, or Teams message goes a long way.
- Share a story: Highlight a colleague’s success at a staff meeting or in your newsletter.
- Celebrate milestones: Acknowledge birthdays, work anniversaries, and project completions.
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Scenic Overlooks (Public Recognition)

- Shout-outs: Use staff meetings or retreats to highlight accomplishments.
- Spotlight features: Nominate a colleague for internal newsletters, social media, or website highlights.
- Team appreciation: Bring a small treat or host a coffee break to recognize group efforts.

Annual Awards – Nebraska Extension’s “Major Milestone”

One important way to show appreciation is through Nebraska Extension’s annual awards program.

- Review award categories and deadlines each year.
- Take time to write a strong nomination—your words can spotlight unseen work.
- Encourage others to submit nominations too—recognition grows when more voices are involved.

Keep the Journey Going

- Make recognition part of your routine—don’t wait for “big wins.”
- Keep it specific: Share what someone did and the impact it made.
- Be inclusive: Recognize both faculty and staff contributions.
- Encourage peer-to-peer recognition—everyone has the power to honor others.

Action Steps This Month

1. Send one thank-you note (email or handwritten) to a colleague.
2. Share a recognition “shout-out” during your next staff meeting.
3. Review Extension’s award nomination guidelines and identify someone deserving.
4. Create your own “Highway of Honor” habit—pick one way to recognize others and stick with it weekly.

Recognition doesn’t just mark the end of a journey—it keeps us energized for the miles ahead.