

Research has demonstrated that individuals are motivated and encouraged in a variety of ways. This inventory is designed to gain a clearer picture of an individual's *primary language of appreciation as experienced in a work-related setting*. Please fill out the following questionnaire, thinking about the items in the context of work relationships. (Note that these relationships may be in a paid setting or in a volunteer context).

Choose one item from each pair that you feel is most important to you. **IMPORTANT NOTE:** Sometimes both will be important to you (or conversely, sometimes neither will be especially significant to you), but you need to choose the one that is most important to you of the pair presented. Typically, it is best not to spend a lot of time pondering or reflecting; rather, go with your first initial response.

Additionally, as you fill out the inventory, it may seem that some of the items are repetitive. The seeming repetition of the questionnaire is not intended to "trick" you somehow. Rather, questions are repeated when paired with different items to ensure the accuracy of your results (none of the pairings are repeated.) Thank you for your patience as we strive to bring you accurate and reliable results.

1. I appreciate it when someone gives me their undivided attention.

I appreciate it when others assist me with jobs or projects.

2. I feel encouraged when someone helps me get tasks done.

Receiving a gift card from my favorite store really encourages me.

3. When someone buys lunch for me, it communicates to me that I am important to them.

Being told "thanks" for the work I do is really important to me.

4. I appreciate it when my colleagues choose to spend time with me.

I appreciate it when I am given tickets to an activity I enjoy (e.g. movie tickets).

5. I am energized when those around me help me out with tasks that need to be done.

It motivates me when others praise me verbally.

6. I feel important when I am told how much the work I do is appreciated.

I feel important when I receive tangible rewards (gift cards, gift certificate for eating out) for a job well done.

7. When I am having a difficult day, it means a lot to me if someone helps me with a project I am working on.

When I am having a difficult day, it means a lot to me when someone close to me stops by to see how I am doing.

8. Receiving tangible gifts (food, gift cards) cheers me up.

When others help me get tasks done at work, it cheers me up.

9. I am more likely to persevere through a difficult task when someone thanks me for the work I am doing.

When others show a genuine interest and listen to me, it helps me to persevere through a difficult task.

10. I feel valued when people take time to listen to my concerns.

I feel valued when people close to me celebrate a special day or event by getting me a gift.

11. I'm encouraged when I'm able to spend time together with my closest colleagues.

I'm encouraged when my colleagues help me get caught up on tasks that are behind schedule.

12. I receive an emotional lift when I receive a gift from a friend or colleague.

I feel supported when those who work close to me help me out when I am overloaded with work.

13. I feel valued when someone who is important to me gives me a gift.

I feel valued when people listen to me patiently (without interrupting).

14. When I am feeling stressed, words of encouragement help me feel better.

When I am feeling stressed, having others help me get things done can reduce my stress level.

15. Being complimented for the work I do means a lot to me.

Being able to "hang out" with friends and colleagues means a lot to me.

16. Kind words from others are especially encouraging to me.

When someone gives practical help to me, I feel encouraged.

17. It energizes me when I spend time with the people from work whom I enjoy.

It energizes me when I am told that I am doing a good job by those who work with me.

18. If I am discouraged, someone offering to do a small favor for me will lift my spirits.

If I am discouraged, a small gift (humorous card, dessert) can lift my spirits.

19. I feel supported when others help me with tasks I need to complete.

Spending time with people important to me gives me a sense of support.

20. It really cheers me up when someone praises me for a "job well done."

When someone enthusiastically does a task I have requested, it cheers up my day.

21. When I am having a difficult day, a compliment really encourages me.

When I am having a difficult day, receiving a small gift from a colleague really encourages me.

22. If life's circumstances are really difficult, I feel supported when someone sends a small gift to encourage me.

If life's circumstances are really difficult, I feel supported when someone takes time to listen and understand what is going on.

23. I am energized when I receive verbal encouragement from others.

When I get to spend time with people who are important to me, I am energized.

24. Being recognized for achievements I have accomplished makes me feel valued.

I know people value me when they take the time and effort to buy me a gift.

25. I enjoy my work more when my co-workers offer to help me prepare for a big project or meet a deadline.

I enjoy my work more when those around me acknowledge my skills and contributions.

26. Any discouragement I may be experiencing seems to lessen when a colleague spends time with me to think through the issues I am facing.

Any discouragement I may be experiencing seems to lessen when a colleague affirms my contributions to the team.

27. After a large project has been completed, I like doing something special to celebrate with my co-workers.

After a large project has been completed, I like receiving some small token of appreciation as an acknowledgement of my efforts.

28. When a colleague takes time to listen to my concerns, I find myself feeling more positive about my work.

When others work with me to get tasks done (in the way I want them done), I find I feel more positive about my work.

29. If I am feeling unappreciated by those around me, receiving a gift card (or tickets) to go do something fun helps me feel better.

If I am feeling unappreciated by those around me, others telling me how important I am to the team helps me feel better.

30. I feel more energized about my work when I know others will help me complete a project, if assistance is needed.

I feel more energized about my work when I know I will get tickets to an activity of interest to me when the project is done.

Languages of Appreciation Score Sheet:

Name: _____

Primary Language of Appreciation: _____

Secondary Language of Appreciation: _____

Quality Time	Acts of Service	Gifts	Words of Affirmation

Who in leadership makes you feel better when you are around them?

What could someone in leadership do for you that would lighten your load?

What is your favorite candy bar?

What is an inexpensive/simple thing that would make you feel really appreciated?