



# Quarterly Culture Check Workbook

*Turn Recognition Insights Into Action for the Next Quarter*

Use this workbook to reflect on patterns from the last quarter and build a focused, actionable plan for the next.

*Tip: Don't aim for perfection. Focus on trends and themes, not individual moments.*

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# Step 1: Insights — What Does It Mean?

Use the four recognition signals to identify patterns and uncover what's driving them

## Signal 1: Who Is Getting Recognized

**What patterns are you noticing?**

(Repeat recognition, uneven distribution, visibility trends)

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**Who may be under-recognized?**

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**Why might this be happening?**

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**What does this suggest about visibility and inclusion?**

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**Signal 2: Who Is Giving Recognition**

**What patterns do you see in who is giving recognition?**

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**Where is recognition behavior strongest? Where is it lacking?**

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**Why might this be happening?**

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**What does this tell you about adoption across the organization?**

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### Signal 3: Which Values Show Up Most

Which values appear most often? Which appear least?

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What patterns stand out?

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What does this suggest about what is truly lived day to day?

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# Signal 4: Recognition Gaps Across Teams

Where are the biggest gaps in recognition?

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Which teams or groups are less engaged?

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**Why might these gaps exist?**

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## **Top Insights**

Based on your review, what are the **three most important insights**?

1. 

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2. 

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3. 

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# Step 2: Act — What Will You Do Next?

Turn your insights into focused actions for the next quarter.

## Focus Areas

Where will you focus your efforts next quarter?

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## Manager Enablement

What do managers need to do differently?

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How will you support or guide them?

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## **Behavior Reinforcement**

What behaviors do you want to see more of?

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How will you reinforce and recognize these behaviors?

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# Campaign & Celebration Planning

What moments, campaigns, or initiatives will you use to drive recognition?

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What behaviors or values will these reinforce?

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Who will support or own these efforts?

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# Step 3: Action Plan

## Top 3 Priorities

- 1. \_\_\_\_\_  
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- 2. \_\_\_\_\_  
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- 3. \_\_\_\_\_  
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**What does success look like by the end of next quarter?**

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## Next 30 Days

What are the first steps you will take?

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- \_\_\_\_\_
- \_\_\_\_\_

## Optional: Team Discussion Prompts

- What patterns are we seeing in recognition?
- Where are we missing opportunities to reinforce culture?
- How can we make recognition more consistent and meaningful?