There is a saying, "There is no 'I' in team," but individuals are on a team. How do you keep them motivated and focused on their assignments so the bigger team goals can be met? Recognition is the answer.

Sometimes, people want to know that they matter and that their hard work has been recognized. Here are some tips for celebrating and recognizing team achievements that acknowledge individual and collective contributions.

Honor Individual Achievements

Any team is made up of individuals. Team goals are broken down into minor goals and responsibilities handed out to individual team members. Each person needs to productively handle their tasks promptly to ensure the overall team goal is met.

This is why recognizing individual accomplishments is important. Each significant achievement realized by a team member should be applauded. Team success could be nothing more than a pipe dream without these individual accomplishments. Recognize and reward major accomplishments that your team members achieve.

Schedule Regular Recognition

Have an end-of-the-month party if certain milestones are met. You can do this every week on a smaller scale. This way, people know what they can look forward to if they come together as a team and produce at a high level.

Show Constant Progress

Post a goal chart where everyone can see it. Shoot an email at the end of every week letting team members know what progress has been made. Sometimes, a goal can become foggy if it isn't constantly on a person's mind. This is a proven and powerful method for keeping everyone dedicated to achieving a team goal.

Offer Extra Time Off

Tell your team members you will celebrate important milestones by giving them a day off. Make that a day off with pay, and you will have some fired-up team members working to help you achieve your team's goals.

Buy Lunch Every Friday

You can celebrate weekly successes by buying everyone's lunch on Friday. A big achievement might be recognized with a team dinner at a fancy restaurant. This shows your team members that their efforts matter and that you are happy to reward them when they produce good results.

Think outside of the box. These are just a few ideas of how you can celebrate team achievements. Recognition is the key. Even if you say thank you regularly and mean it, that can go a long way to keeping your team members motivated to achieve the team's goals.
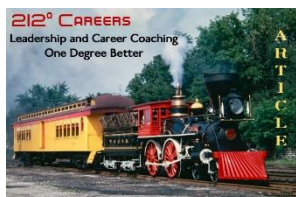
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