Celebration Guide

Make yourself a hot drink, play your favourite playlist and reflect on the following:

- Go back to the 1st Jan, list all achievements by month (business, customers, individuals & teams)
- Categorise your list using the celebration matrix
- Consider how to communicate, recognise and reward (always link to vision, values and objectives)
- Thank everyone for their efforts
- After celebrating, share the top three priorities for next year in a few

simple words

Celebration Matrix

Celebrate
this 1st
(With everyone)

Celebrate this 2nd

Celebrate this later

(Or locally with individual / team

Celebrate
this locally
(Individually or

High Impact

Low Impact

How impactful is the achievement

How important is the achievement

High Importance

Low Importance