

SMART Gratitude Worksheet

Use this worksheet to design giving SMART Gratitude. Remember: you won't always use every single letter of SMART, and that's okay. Use what works for the situation and keep it genuine.

S – Specific: What exactly will you say or do?

Example: "Thank you for staying late to finish the report."

M – Measurable: How will you show that your gratitude is clear and observable?

Example: "I noticed you twice proactively asked questions and checked in with the client."

A – Authentic: Is your gratitude genuine, heartfelt, and aligned with what you truly feel?

Example: "I appreciate how you supported your teammate—it really showed your generosity."

R – Relevant: Why does this matter? How does it support the other person, the team, or the organization?

Example: "When you checked in, it built trust with the client and helped the whole project."

T – Time-Bound: Anchor your gratitude to when the action happened.

Example: "In yesterday's client meeting, you clarified the requirements." or "Last week, you stepped in to cover while I was away."

Giving SMART Gratitude means being specific, measurable, authentic, relevant, and time-bound so the person knows what you valued, why it mattered, and when it happened.