



THE **YOU MATTER** WEEKLY NOTE LOG

A note log for intentional leaders.

As a leader, one small moment of appreciation can ripple for weeks, months, or even years. The **You Matter** log helps you slow down and write one meaningful note each week, so your people feel seen, valued, and supported.

by Annie Frisoli | Creating Community LLC





HOW TO USE THIS LOG

Choose your person - Rotate between team members, peers, or even mentors.

Be specific - Tie your appreciation to a real action, quality, or change you've noticed.

Deliver it personally - Pick the method that feels warmest for that person.

WAYS TO DELIVER YOUR NOTE:

- EMAIL
- STICKY NOTE
- HANDWRITTEN CARD
- PHONE CALL
- IN PERSON
- VIDEO MESSAGE

Not sure where to start?

Find thought-starters for deeper appreciation at the end of this log!



*recognition
fuels
resilience*

THE WEEKLY LOG

Use this template to organize your thoughts before sharing gratitude and appreciation that helps make people feel seen.

NAME:		
WHY I CHOSE THIS PERSON:		
WHAT I'M GOING TO SAY:		
HOW I'M DELIVERING THIS MESSAGE:		

additional notes:

WEEK ____ OF 12

*Keep going, they
need to hear this.*

THE WEEKLY LOG

Use this template to organize your thoughts before sharing gratitude and appreciation that helps make people feel seen.

NAME:		
WHY I CHOSE THIS PERSON:		
WHAT I'M GOING TO SAY:		
HOW I'M DELIVERING THIS MESSAGE:		

additional notes:

WEEK ____ OF 12

*Keep going, they
need to hear this.*

THE WEEKLY LOG

Use this template to organize your thoughts before sharing gratitude and appreciation that helps make people feel seen.

NAME:		
WHY I CHOSE THIS PERSON:		
WHAT I'M GOING TO SAY:		
HOW I'M DELIVERING THIS MESSAGE:		

additional notes:

WEEK ____ OF 12

*Keep going, they
need to hear this.*

THE WEEKLY LOG

Use this template to organize your thoughts before sharing gratitude and appreciation that helps make people feel seen.

NAME:		
WHY I CHOSE THIS PERSON:		
WHAT I'M GOING TO SAY:		
HOW I'M DELIVERING THIS MESSAGE:		

additional notes:

WEEK ____ OF 12

*Keep going, they
need to hear this.*

THE WEEKLY LOG

Use this template to organize your thoughts before sharing gratitude and appreciation that helps make people feel seen.

NAME:		
WHY I CHOSE THIS PERSON:		
WHAT I'M GOING TO SAY:		
HOW I'M DELIVERING THIS MESSAGE:		

additional notes:

WEEK ____ OF 12

*Keep going, they
need to hear this.*

THE WEEKLY LOG

Use this template to organize your thoughts before sharing gratitude and appreciation that helps make people feel seen.

NAME:		
WHY I CHOSE THIS PERSON:		
WHAT I'M GOING TO SAY:		
HOW I'M DELIVERING THIS MESSAGE:		

additional notes:

WEEK ____ OF 12

*Keep going, they
need to hear this.*

THE WEEKLY LOG

Use this template to organize your thoughts before sharing gratitude and appreciation that helps make people feel seen.

NAME:		
WHY I CHOSE THIS PERSON:		
WHAT I'M GOING TO SAY:		
HOW I'M DELIVERING THIS MESSAGE:		

additional notes:

WEEK ____ OF 12

*Keep going, they
need to hear this.*

THE WEEKLY LOG

Use this template to organize your thoughts before sharing gratitude and appreciation that helps make people feel seen.

NAME:		
WHY I CHOSE THIS PERSON:		
WHAT I'M GOING TO SAY:		
HOW I'M DELIVERING THIS MESSAGE:		

additional notes:

WEEK ____ OF 12

*Keep going, they
need to hear this.*

THE WEEKLY LOG

Use this template to organize your thoughts before sharing gratitude and appreciation that helps make people feel seen.

NAME:		
WHY I CHOSE THIS PERSON:		
WHAT I'M GOING TO SAY:		
HOW I'M DELIVERING THIS MESSAGE:		

additional notes:

WEEK ____ OF 12

*Keep going, they
need to hear this.*

THE WEEKLY LOG

Use this template to organize your thoughts before sharing gratitude and appreciation that helps make people feel seen.

NAME:		
WHY I CHOSE THIS PERSON:		
WHAT I'M GOING TO SAY:		
HOW I'M DELIVERING THIS MESSAGE:		

additional notes:

WEEK ____ OF 12

*Keep going, they
need to hear this.*

THE WEEKLY LOG

Use this template to organize your thoughts before sharing gratitude and appreciation that helps make people feel seen.

NAME:		
WHY I CHOSE THIS PERSON:		
WHAT I'M GOING TO SAY:		
HOW I'M DELIVERING THIS MESSAGE:		

additional notes:

WEEK ____ OF 12

*Keep going, they
need to hear this.*

THE WEEKLY LOG

Use this template to organize your thoughts before sharing gratitude and appreciation that helps make people feel seen.

NAME:		
WHY I CHOSE THIS PERSON:		
WHAT I'M GOING TO SAY:		
HOW I'M DELIVERING THIS MESSAGE:		

additional notes:

WEEK ____ OF 12

*Keep going, they
need to hear this.*



THOUGHT-STARTERS FOR DEEPER APPRECIATION

Not sure what to say? **Start here.**

"I've seen you grow in..."

"I don't say this enough, but..."

"You bring something to the team that's rare..."

"One thing I admire about you is..."

"Your work on ____ made a real difference because..."

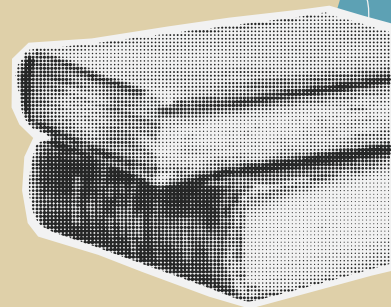
"I appreciate the way you handled..."

"You have a gift for..."

"You made my day when..."

"I've learned from you by..."

"I want you to know how much it matters that you..."



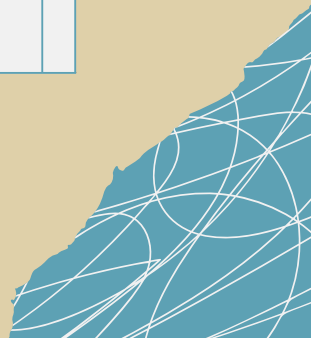
**EVEN A SMALL
NOTE CAN MEAN
THE WORLD**

TRACK YOUR PROGRESS

Keep yourself accountable to weekly notes for a 12 weeks to build a leadership **habit that lasts.**



	NAME	IMPACT	
WEEK 1			
WEEK 2			
WEEK 3			
WEEK 4			
WEEK 5			
WEEK 6			
WEEK 7			
WEEK 8			
WEEK 9			
WEEK 10			
WEEK 11			
WEEK 12			



Explore additional resources at anniefrisoli.com