

COOL TOOL: THE LANGUAGES OF APPRECIATION QUIZ

Circle the letter from each pair that you feel is most important to you. Sometimes both will be important to you (or sometimes neither will be especially significant to you). Please choose the one that is the most important to you of the pair presented. Do not spend a lot of time on each question; go with your first response.

1. B I appreciate it when someone gives me their undivided attention.
D I appreciate when others assist me with jobs or projects.
2. D I feel encouraged when someone helps me get tasks done.
C Receiving a gift card from my favorite store really encourages me.
3. C When someone buys lunch for me, it communicates to me that I am important to them.
A Being told "thanks" for the work I do is really important to me.
4. B I appreciate it when my colleagues (Manager/Teammates) choose to spend time with me.
C I appreciate it when I am given tickets to an activity (eg. movie tickets) I enjoy.
5. D I am energized when those around me help me out with tasks that need to be done.
A It motivates me when others praise me verbally.
6. A I feel important when I am told how much the work I do is appreciated.
C I feel important when I receive tangible rewards (gift cards) for a job well done.
7. D On a difficult day, it means a lot to me if someone helps me with a project.
B On a difficult day, it means a lot to me when someone close to me asks how I am doing.
8. C Receiving tangible gifts (food, gift cards) cheers me up.
D When others help me get tasks done at work/school, it cheers me up.
9. A I am more likely to persevere through a challenge if someone thanks me for my work.
B When others show a genuine interest and listen, it helps me push through a tough task.
10. B I feel valued when people take time to listen to my concerns.
C I feel valued when people close to me celebrate my birthday by getting me a gift.
11. B I'm encouraged when I'm able to spend time with my closest coworkers/teammates.
D I'm encouraged when my coworkers/teammates help me catch up on overdue tasks.
12. C I receive an emotional lift when I receive a gift from a friend or coworker.
D I feel supported when coworkers/teammates help me when I am overloaded by work.
13. C I feel valued when someone who is important to me gives me a gift.
B I feel valued when people listen to me patiently without interrupting.

14. A When I am feeling stressed, some words of encouragement help me feel better.
D When I am feeling stressed, having others help me get things done reduces my stress.
15. A Being complimented for the work I do means a lot to me.
B Being able to "hang out" with friends and colleagues means a lot to me.
16. A Kind words from others are especially encouraging to me.
D When someone gives practical help to me, I feel encouraged.
17. B It energizes me when I spend time with the people from work or school whom I enjoy.
A It energizes me when I am told that I am doing a good job by those who work with me.
18. D If I am discouraged, someone offering to do a small favor for me will lift my spirits.
C If I am discouraged, a small gift (humorous card, dessert) can lift my spirits.
19. D I feel supported when others help me with a project I need to complete.
B Spending time with people important to me gives me a sense of support.
20. A It really cheers me up when someone praises me for a "job well done".
D When someone enthusiastically does a task I have requested, it cheers up my day.
21. A When I am having a difficult day, a compliment really encourages me.
C When I am having a difficult day, receiving a small gift is encouraging.
22. C When life gets tough, I feel supported when I receive a small gift to encourage me.
B When life gets tough, I feel supported when someone takes time to listen to me vent.
23. A I am energized when I receive verbal encouragement from others frequently.
B When I get to spend time with those who are important to me, I am energized.
24. A Being recognized publicly for achievements I have accomplished makes me feel proud.
C I know people value me when they take the time and effort to buy me a gift.
25. D I enjoy my work more when teammates offer to help me prepare for a big event/project.
A I enjoy my work more when those around me acknowledge my skills/contributions.
26. B My discouragement lessens when someone spends time with me to problem solve..
A My discouragement lessens when someone affirms my contributions to the team.
27. B After a large project, I like doing something special to celebrate with my team.
C After a large project, I like receiving some "time off" as a reward for my efforts.
28. B When someone offers to listen to my concerns, I feel more positive about my work.
A When others work with me to get projects done, I feel more positive about my work.
29. C If I am feeling unappreciated, receiving a gift card helps me feel better.
A If I am feeling unappreciated, hearing how vital I am to the team helps me feel better.
30. D I am more energized about work when others are there to help if needed.
C I am more energized about work when I get tickets to a fun event after a project.

YOUR SCORE

Go through your responses and add up each letter circled and enter below. The response chosen most is your primary language. You may be lucky and be bi-lingual.

_____ **A = Words of Affirmation**

_____ **B = Quality Time**

_____ **C = Receiving Gifts**

_____ **D = Acts of Service**

HOW TO INTERPRET YOUR PROFILE SCORE

Your highest score indicates your primary Appreciation Language. Your second highest score indicates your secondary language. If two scores are identical, you are bilingual (you have two primary languages). If the scores of your primary language and your secondary language are close (for example, 10 and 9 respectively), it indicates both are important to you. Whatever actions expressed in either language will motivate you.

Preferred Language	Communication Tips	Actions to Take	Things to Avoid
Words of Affirmation	<ul style="list-style-type: none"> • Compliments • Kind words • Validation (verbal) 	<ul style="list-style-type: none"> • Handwritten notes • Digital cards • Supportive stickers 	<ul style="list-style-type: none"> • Displaying criticism
Quality Time	<ul style="list-style-type: none"> • One-on-one time • Not interrupting • Face-to-face chats 	<ul style="list-style-type: none"> • Celebrations • Activities together • Team-building 	<ul style="list-style-type: none"> • Delayed 1-on-1's • More time spent with others
Tangible Gifts	<ul style="list-style-type: none"> • Positivity • Fact-oriented data 	<ul style="list-style-type: none"> • Structured rewards for milestones and accomplishments 	<ul style="list-style-type: none"> • Not acknowledging milestones and accomplishments
Acts of Service	<ul style="list-style-type: none"> • Use action words: "I can help." "I will do that." "What can I do?" 	<ul style="list-style-type: none"> • Help with projects • Acts of kindness 	<ul style="list-style-type: none"> • Ignoring requests, but helping others