



SUCCESS NETWORK TEAM

THE PROCESS

SNT MEETING

Meet with your Success Network Team at a mutually agreeable time.

All team members should be present.



WHO WANTS TO BE FACILITATOR?

Designate a Facilitator who will:

- **Be responsible for notifying all team members of team meetings via email, Facebook group, etc. , and...**
- **Keep discussion moving in meetings.**

The choice of Facilitator should be decided among the team members.



BASIC STEPS OF SNT MEETINGS

1. At first meeting, **DECLARE** a goal.
2. At subsequent meetings, **SHARE** a new goal (or possibly continue with the same one) that you would like to work toward accomplishing.
3. To achieve your goal, **DISCUSS** ideas and suggestions with your team members and make notes. Discuss other members' goals as well.
4. Now it's time to **COMMIT** to taking action steps toward your goal before the next meeting.
5. Within 24 hours of SNT meetings, each member must **REPORT** on his/her goal and action steps including the progress he/she has made toward the goal.

YOUR SNT ONLINE SUBMISSION

After your meeting, and once you have thought through your **GOAL** and **ACTION STEPS**, it will be time to submit your SNT write-up online.

Follow the steps on the next slides to make sure your SNT write-up is accepted the first time!



GOAL SETTING

Your **GOAL** should be a **BROAD STATEMENT** about one main thing you want to accomplish.

The goal could be something you will work on during the time between this meeting and the next meeting, or it could be a goal for the semester. At following meetings, each member should REPORT on their progress toward his/her goal.



ACTION STEPS

ACTION STEPS are the smaller goals, or **objectives**, that will help you achieve the broader goal. Use your notes from your SNT meeting to help you develop your Action Steps.

For each broad goal, there should be two or more ACTION STEPS.



ACTION STEPS – SHOULD FOLLOW THE **S.M.A.R.T.** METHOD

- S = SPECIFIC:** Who, what, when, where, and why!!!
- M = MEASURABLE:** Progress should be able to be measured!
- A = ATTAINABLE:** Your goal and action steps should be important to you. They should be what you can achieve in the time you have!
- R = REALISTIC:** A realistic goal or objective should stretch the individual, but not break him/her. It should be something you WANT TO DO.
- T = TIMELY:** A goal or objective should be anchored in a time frame – otherwise there is no urgency in accomplishing it.

ONLINE FORM SUBMITTING



Within 24 hours of your SNT meeting, EACH MEMBER needs to submit an online SNT form for his/her own goal and actions steps. (Do not include anything from other team members in your submission.)

There CANNOT be one form submitted for the entire team. Each person submits his/her own online form.

ONLINE FORM

Again, each team member must submit his/her own online form for his/her own goal and action steps.

This must be done within 24 hours of your team's SNT meeting.

Three meetings and submissions are required for induction.

Six meetings and submissions are required for the National Engaged Leader Award.

Submit New Success Networking Team Meeting

1) Date of meeting

2) Report on any successes or challenges you faced while implementing the commitments you made at your last meeting. (If this is your first SNT meeting, write 'first meeting' below)

3) What were the new goal(s) (desired outcomes) you presented at this SNT meeting?

4) Based on the ideas and feedback you received from your team, what action steps have you committed to taking by your next meeting?

5) How have the Society speakers or SNT meetings helped you achieve your goals or changed your life?

Submit

OUR PROMISE

- *We promise to give you feedback within 3 BUSINESS DAYS of your online submission. If you have not heard back within 3 business days, please feel free to email Dodie at ddmarriott@viterbo.edu to make sure your submission was received.*
- *If your submission is declined, you will receive an explanation as to why. You must then rewrite and resubmit the SNT write-up in another online form.*
- *Please be aware that a denied write-up will NOT count toward the number of submissions needed for induction and/or the National Engaged Leader Award. Only submissions that are approved count toward the required number of SNT write-up submissions.*

SAMPLE GOAL AND ACTION STEPS

GOAL:

To become more fit, eat better, exercise more, become stronger, and just become overall more healthy.

ACTION STEPS:

Work out in groups, this will help me stay motivated to stick with it. Also lift weights with people who will push me to do my best and continue to improve.

Sample

What do you think of the goal?

What do you think of the Action Steps?

Do the Action Steps follow the SMART Method?

How could this be better written?

SAMPLE GOAL AND ACTION STEPS

GOAL:

Pass the NCLEX in June to become an RN in Wisconsin. Also to secure an RN position by the time I graduate.

ACTION STEPS:

1. Do practice questions in my NCLEX review book 2 to 3 times a week for 45 minutes each time.
2. Do at least one practice ATI test each week.
3. Continue to apply for RN jobs.

What do you think of the goal?

What do you think of the Action Steps?

Do the Action Steps follow the SMART Method?

How could this be better written?

Sample

QUESTIONS

Think of any questions you may have about the SNT process, goal setting, and action step writing.



As stated before, if goals and action steps are not correctly written, they will be declined, and you will have to rewrite them.

Should your SNT submission be declined, you will need to rewrite it and resubmit it on another online form. That is the **ONLY** way we can approve it so that you get credit.