



LET'S DRIVE MARQUIS FORWARD, THE SMART WAY!

Suggest **specific, measurable, attainable, realistic and time based solutions** and earn a chance to get a reward.

You must fill out both the **problem** and **solution** sections. Be sure to clearly identify measurable benefits (revenue gain/cost reduction) in the solution section.

PROBLEM

Is there something that slows you down or prevents you from doing your job as effectively as you could?

Example: *Twice a day, I waste 10 minutes picking up a pallet truck from the shipping department because we don't have one in our department.*

SOLUTION

What suggestions do you have to solve the problem you are facing?

Example: *We could move department X's pallet truck to a central location and share it. This would save us 20 minutes per day.*

Name:

Division:

Department:

Date:

Day / Month / Year

Deposit your completed form in one of the SMART program's boxes, or send a digital submission to marquissmart@marquisbook.com

Space reserved for administration

Idea accepted: Yes No Reason:

Employee notified (date):

Signature:

"Significant improvement in an organization is very difficult to achieve... However, making a series of small improvements, carried out with rigour and discipline, can drive great improvements."