



THE SMALLEST IDEA CAN HAVE THE GREATEST IMPACT!

Submit your suggestions for improvement and you could win a \$50 prepaid VISA card! There will be 3 draws per month for the selected SMART suggestions. Furthermore, 3 grand prizes will be awarded at the end of the year based on the assigned ratings.



1st prize: \$1,000 | 2nd prize: \$750 | 3rd prize: \$500

What is a SMART?

It's the identification of a recurring problem coupled with a proposal for an improvement/solution/new idea that could help in the problem-solving process.

SMART criteria :

- S:** Specific, define the problem as clearly as possible
- M:** Measurable, can I quantify the problem?
- A:** Attainable, is the suggestion feasible and timely?
- R:** Realistic, is the suggestion relevant to the situation?
- T:** Time-bound, can the project be defined within a time limit?

PROBLEM (Define your problem as clearly as possible):

QUANTIFY YOUR PROBLEM (How many times a day, how long, how much, etc.):

PROPOSED SOLUTION (What suggestions do you propose to the problem you are having?):

Name:

Division:

Department:

Date: / /
Day / Month / Year



Space reserved for administration

Idea selected: Yes No Reason:

Employee notified (date):

Signature:

Your improvement suggestions must meet the **SMART** criteria in order to be considered. They will all be evaluated by the committee once per month. A follow-up will be posted in the designated area. If the form is incomplete or does not meet the **SMART** criteria, it will be rejected. Submit the form in the **SMART** box at your plant or by e-mail to marquissmart@marquisbook.com