An SNT is a team of people who come together in an encouraging atmosphere to network, share goals/obstacles, offer advice and commit to actions to achieve desired results. Each team is made of 5-6 people. Less than that number will create a challenge if members miss meetings, while more will make the meetings longer than desired.

The Purpose of the SNT:
- Access more useful information in the form of ideas, connections and possible actions to take
- Assemble a personal team dedicated to supporting and holding one another to commitments
- Find time to focus on what you want in your life and create a strategy for achieving those results

Choosing Team Roles:
In the first meeting, the team will choose members to fill the following roles, rotating or sharing responsibilities to make sure each person is involved. The team roles are:
- **Facilitator:** Opens and closes meetings, outlines meeting goals for members, and acts as a mediator/leader of each step of the four-step meeting process.
- **Timekeeper:** Makes sure that everyone is clear on how much time is allotted, alerts everyone when thirty seconds remain in step three of the four step process, and provides gentle reminders if anyone begins to go over their time.
- **Recorder:** Documents goals and emails commitments to all members within twenty-four hours and brings a copy to the next meeting.
- **Communications Coordinator:** Sends email reminders both one week and one day before each meeting. Reaches out to any team member that has missed a meeting.
- **Logistics Coordinator:** Finds space if one is not already provided. Brings necessary materials such as pens/pencils, SNT Forms, and index cards.
- **Activities Coordinator:** Plans icebreakers or events outside team meetings.

The Process:
The team sits in a circle so that all members can see each other. An average meeting runs for about an hour. Once the meeting is completed, EACH STUDENT must log onto the Society Website and complete their own SNT on-line form. The only way an individual can receive credit for the process is to complete a minimum of three SNT’s and submit the SNT forms.

**Distribute Materials (Logistics Coordinator):**
- Hand out index cards to the group. Each team member should receive enough cards to create one card of ideas per member in attendance. At the end of the meeting the cards with ideas will be handed to each respective member.
- Hand out blank copies of the SNT Meeting Form (found at the end of this guide). Members take notes under each question during the meeting to expedite the on-line submission process.

**Start the Meeting (Facilitator):**
- Direct the opening of each meeting.
- Take a minute to remind everyone of the purpose of the meeting and read aloud the “Reminder of SNT Environment and Confidentiality”.
Implement the Four-Step Process:
Go around the circle using steps one through three for each member. Once all team members have completed the first three steps, go around the team again and have each person finish with step four. Be conscious of time and have respect for others.

1. **Progress Report** ..................................................... 1 minute
   Report on progress with action steps since the last meeting.

2. **State Goals/Desired Outcomes** ......................... 2 minutes
   Share a goal or desired outcome you would like to achieve. Examples include choosing a major, starting a career, finding an internship, improving physical health, overcoming challenges, implementing any topics covered in the videoconferences, improving a personality trait or habit, etc. Focus on what’s most important to you when setting goals. Think about what you learned on your Leadership Training Day to help you focus and choose, and always ask yourself: Is this a S.M.A.R.T. goal?
   - **Specific:** Avoid generalities! Your goal should have specific details so you know what you’re achieving.
   - **Measurable:** Make sure you have solid criteria for establishing your progress toward your goal.
   - **Achievable:** It doesn’t have to be simple or easy, but it should be within the realm of reality.
   - **Rewarding:** Your goal must be something that is meaningful and worthwhile.
   - **Timely:** Having specific dates for beginning and finishing goals keeps you on track.

3. **Ideas/Suggestions** ................................................... 5 – 7 minutes
   Receive ideas/suggestions from your team. Contributions can include sharing perspective, insights, ideas, contacts, resources and time. When making suggestions, it is important to speak from experience rather than using “you should” statements. If a team member does not have experience relevant to the goal, it is acceptable to pass. See the SNT training video with Mo Fathelbab for more information. If time is up and team members still have suggestions to share, write them down on the index cards and pass them out at the end of the meeting.

4. **Action Steps** ........................................................... 1 minute per person
   Make a commitment to taking action steps toward your goal by the next meeting. To increase accountability, the Recorder should write down each person’s committed action steps. Note the difference between Step Two in which you share your desired outcome, and Step Four in which you choose specific actions you will take after hearing ideas from your teammates. The group holds one another accountable for completing these actions, so you should take them very seriously and only commit to actions you know you will take.

Conclude the Meeting:
Discuss when the next meeting is and write the date on the SNT form.

Attendance:
Attending all SNT meetings is critical for both you and your team. Team continuity is essential for it to function properly and for positive results to be noticeable; your team will meet every two weeks throughout the process. To get credit for each SNT meeting, visit the Member’s Area of [www.leadershipsoociety.com](http://www.leadershipsoociety.com) and click on the SNT icon. After clicking the icon you will see a link for submitting attendance. This is where you will answer questions in the on-line submission form. **Each member must submit their own form within 24 hours of the meeting.**

Scholarships and Awards:
Information on scholarships and award opportunities for teams can be found inside the Scholarships and Awards section of the Members Area at [www.leadershipsoociety.com](http://www.leadershipsoociety.com).
SUCCESS NETWORKING TEAM FORM
Accomplishing More Together Than We Would Alone

Bring this form to meetings to record your goals, action steps, and suggestions from your teammates.

Date of Meeting:

1. Progress Report ............................................................................................................................................. 1 minute

2. State New Goals/Desired Outcomes ........................................................................................................... 2 minutes

3. Ideas/Suggestions from Team Members .................................................................................................... 5 – 7 minutes

4. Action Steps .................................................................................................................................................. 1 minute
   Base these action steps on the ideas received from your team. Include very specific and measurable actions to take by the next meeting to help achieve your goal.

5. Date and Location of Next SNT Meeting:
SUCCESS NETWORKING TEAM FORM
Accomplishing More Together Than We Would Alone

Bring this form to meetings to record your goals, action steps, and suggestions from your teammates.

Date of Meeting:

6. Progress Report ........................................................................................................................................ 1 minute

7. State New Goals/Desired Outcomes ........................................................................................................ 2 minutes

8. Ideas/Suggestions from Team Members .................................................................................................. 5 – 7 minutes

9. Action Steps .............................................................................................................................................. 1 minute
   Base these action steps on the ideas received from your team. Include very specific and measurable actions to take by the next meeting to help achieve your goal.

6. Date and Location of Next SNT Meeting:
SUCCESS NETWORKING TEAM FORM
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Bring this form to meetings to record your goals, action steps, and suggestions from your teammates.

Date of Meeting:

10. Progress Report.................................................................................................................................................. 1 minute

11. State New Goals/Desired Outcomes.................................................................................................................. 2 minutes

12. Ideas/Suggestions from Team Members............................................................................................................. 5 – 7 minutes

13. Action Steps ......................................................................................................................................................... 1 minute
    Base these action steps on the ideas received from your team. Include very specific and measurable actions to take by the next meeting to help achieve your goal.

6. Date and Location of Next SNT Meeting: