

SOAPBOX MINUTES ARE PERSONAL TIME BLOCKS SET ASIDE for you to go through your assigned inputs and read through new inputs that have been added to your organizational group to find the ones that will help you achieve your business goals.

1. Check on the progress of active initiatives

- Make a list of your active SoapBox initiatives and follow up with your implementation team for an update

→ Go to the 'Manage' tab and click on 'Assigned To You'

- Update your feedback to keep employees in the loop

TIP: If the status hasn't changed, don't sweat it! Just give an honest update and the community will appreciate being kept in the loop.

2. Respond to the new inputs assigned to you

- Evaluate the feasibility of the inputs assigned to you and their impact on your and the organization's business goals.

- Add feedback that lets employees know the status of the initiative **In 'Manage'**,

→ click on the idea, then click on 'Add An Official Response'

3. Search for new inputs that will help you achieve your goals

- In 'Manage', use the complex filters to find the inputs for your organizational group.
- Go ahead and assign the best ones to yourself, or add comments to encourage more collaboration on the input.

→ In 'Manage', click on the idea, click on the 'Assigned To' gear, and find your name on the list

Responding to and updating inputs keeps your employees engaged, and increases the likelihood of getting buy-in on the initiatives that matter most. Follow these two important engagement standards to keep your employees in the loop:

1

ENGAGEMENT STANDARD 1:
Give feedback on inputs assigned to you within **14 days**

2

ENGAGEMENT STANDARD 2:
Update the status of your initiatives every **90 days**