



DAILY HUDDLE WITH TEAM

STAND UP. START WITH ENERGY. SPEED IS KEY. YOU HAVE JUST 2 MINUTES TO REPORT THIS.
TIME OF DAY = _____ - WHERE — IN _____
GIVE APPRECIATION TO OTHERS....SAY THANK YOU...

WHAT'S UP?

(NEWS FROM YESTERDAY AND TODAY — RELEVANT TO THE GROUP - SHARE ANYTHING IMPORTANT ABOUT OPPORTUNITIES, MEETINGS, TRAVEL, ACCOMPLISHMENTS OR NEWS FROM CLIENTS.)

TOP TASKS — 3 TOTAL (REPORTED AS 0 OF 3, 1 OF 3, 2 OF 3 OR 3 OF 3)

KPI'S — ON YOUR QUARTERLY PRIORITIES

(REPORTED BASED ON PROGRESS TOWARD COMPLETION)

EXAMPLE:

NR BOOKINGS — X OF TARGET

PROJECT X — X OF % COMPLETE

CALLS WITH X — X OF TIME COMMITMENT

STUCK OR NEED (WHERE ARE YOU STUCK OR WHAT DO YOU NEED FROM SOMEONE — SPECIFICALLY WHAT IS IT THAT YOU NEED?) SOMEONE COMMIT TO HELP!

TOP PRIORITY TODAY (THE ONE — MOST IMPORTANT THING THAT I COMMIT TO THIS TEAM THAT I WILL GET DONE TODAY. REVIEW YOUR TASK LIST AND PICK THE 'ONE' MOST IMPORTANT THING THAT YOU MUST GET DONE — AND THAT IS IMPACTFUL TO THE OUTCOME YOU DESIRE)

TODAY I WILL....



Huddle Expectations

PURPOSE:

1. Team building- creates a sense of alignment and accountability with everyone
2. Motivational- begin the day on a positive note (bring energy)
3. Informational- share the knowledge needed, stay informed about what's going on
4. Problem Solving- understand the challenges that need resolution
5. Culture- creates feeling of unity and oneness
Example: Sports team huddle (everyone on the same page to win the game)

EXPECTATIONS:

1. Participation
 - **What's up** what happened of relevance yesterday and what's happening of relevance today (**relevant to the team**)
 - **Top Tasks** reported as X of 3,2 or 1 you should be reporting the number of Top Tasks completed to the number of Tasks assigned (Never say, "*Nothing to Report*")
 - **KPIs** reported as X of/on X, you should be reporting progress toward your quarterly top priorities, your sales activities or project progress
 - **Stucks or Needs** where are you stuck and/or have a need that someone can help you with?
 - **Top Priority** what is the ONE thing that you will complete today - your TOP priority the day - be sure and use - TODAY I WILL...
2. Speed Is Key (no leaning, sitting....STAND UP! It's uncomfortable, so you *will* go faster!)
3. Huddle Sheets completed and brought to Huddle - preparation is KEY
4. Look everyone in the eye (tighten up the circle)
5. Prepare during each day for the next day's Huddle (find your *What's Up* to report)
6. Length: 15 minutes or less...
7. Take discussions 'off line' or stay after huddle - don't steal others time
8. Start on time: _____ am/pm - every time (regardless of who is missing)