

Tool

HUDDLE IMPLEMENTATION CHECKLIST

Common Huddle Topics (Pick One to Three)

<p>What Has Happened and Wins</p> <ul style="list-style-type: none"> • What did you accomplish since yesterday? • What did you finish since yesterday? • Any key wins for you or for the team that you can share? • Any key client updates? 	<p>What Will Happen</p> <ul style="list-style-type: none"> • What are you working on today? • What is your top priority for the day? • What is the most important thing you will get done today? • What are your top three priorities for the day or the week?
<p>Key Metrics</p> <ul style="list-style-type: none"> • How are we doing on our company's top three metrics? • How are we doing on your team's top three metrics? 	<p>Obstacles</p> <ul style="list-style-type: none"> • What obstacles are impeding your progress? • Any "stuck points" you are facing? • Any roadblocks the team can help with? • Anything slowing down your progress?

Huddle Implementation

When, Where, and How?

- _____ Is ten or fifteen minutes in length
- _____ Occurs at the same time each day (or every other day)
- _____ Is best done in the morning
- _____ Occurs in the same place, typically
- _____ Often occurs standing up, if possible

Keeping Things in Line

- _____ Start and end on time
- _____ Remind everyone about the goals of the huddle and why they are being done
- _____ Create huddle rules (e.g., succinct communication)
- _____ Remind people of huddle rules
- _____ Create “magic time” when rollover discussion occurs
- _____ Evaluate periodically

Involvement

- _____ Invite others to provide input into the huddle design
- _____ Usually involves the same people
- _____ Attendance is generally mandatory
- _____ If folks can't attend in person, they attend remotely
- _____ Be sure all attendees are talking to each other, not just the leader
- _____ Rotate leadership occasionally

The Last Ingredient

- _____ Try to have fun with huddles