Tool

HUDDLE IMPLEMENTATION CHECKLIST

Common Huddle Topics (Pick One to Three)

What Has Happened and Wins
• 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?

What Will Happen
• 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?

Key Metrics
• How are we doing on our company’s top three metrics?
• How are we doing on your team’s top three metrics?

Obstacles
• 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