AGENDA: DAILY HUDDLE

DATE: Daily, Monday-Friday *(Unless replaced by Weekly/Monthly meeting)*
TIME: 0:00am *(Length < 15 minutes)*
LOCATION: Example: Large Conference Room (GoToMeeting ID# _____)
ATTENDEES: Example: All Team Members or By Team

MEETING OBJECTIVES:

- **Team Building** – Create a sense of alignment and accountability with everyone on team.
- **Motivational** – Begin the day on a positive note. (Bring energy!)
- **Informational** – Team members share the knowledge that is needed and everyone stays informed about what's going on.
- **Problem Solving** – Understand and solve the challenges that need resolution.
- **Culture** – Creates a feeling of unity and oneness. (e.g. Sports team huddle)

GROUND RULES

- Come prepared with completed huddle sheets from AlignToday.com.
- Form a tight circle so everyone can see one another in the eye.
- Start with energy and on time. Every time. Regardless of who is missing. Start with music.
- Speed is KEY. No leaning, sitting… Stand up! It's uncomfortable so you will go faster.
- Total time per person is < 2 minutes. Total time is less than 15 minutes.
- Give appreciation to others. Say "Thank you."
- Rule of '3.' Take discussion 'off line' or stay after the huddle. Do not steal other people's time.
- Prepare during each day for the next day's Daily Huddle.

MEETING AGENDA:
Have the team gather in a tight circle and quickly go around the circle for each round of updates below:

PRIOR TO START:

- **Play Music** – Use a high-energy song to signal the beginning of the huddle. Play it loud enough for everyone to hear throughout the office. Immediately following the end of the song, start the huddle.

ROUND 1 OF UPDATES:

- **What's Up?** – News from yesterday and today that is relevant to the entire group. Share anything important about opportunities, meetings, travel, accomplishments or news from clients.

ROUND 2 OF UPDATES:

- **Top Tasks** – Report on 3 top tasks. Report as "0 of 3", "1 of 3", "2 of 3" or "3 of 3." No updates.
- **Quarterly Individual Priority KPI's** – Report based on progress towards completion. For example, "5 of 15 cold calls completed."

ROUND 3 OF UPDATES:

- **Stuck or Need** – Where are you stuck or what do you need from someone? Be specific with exactly what you need. Someone in the room will commit to help.
- **Top Priority** – What is the one, most important thing that you will commit to the team to accomplish today? (May have alignment with Quarterly Priority.) Review your task list, pick the 'one' most important thing that must get done and is impactful on the outcome you desire. "Today I will…"

FINISH WITH A CHEER!

- **Core Value** – Similar to sports teams, finish with a cheer based on a Core Value or your Core Purpose.

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