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**S Y S T E M S**

# Daily Huddle Templates, Tips and Benefits





## Daily Huddle Benefits

Taking ten minutes each morning to sync up, set priorities, and share cross-departmental information throughout the company saves you hours in wasted time, miscommunication and ad hoc meetings. As well as:

- Reduced Interruptions Throughout the Day
- Streamlined Communication
- Corrected Misinformation
- Reduced Rework
- Increased Positive Momentum
- Improved Team Health
- Easily Facilitated Virtually

# Standard Daily Huddle Agenda

Template  
#1

This is a recommended standard Daily Huddle Agenda. The Daily Huddle is designed to increase speed and alignment for the whole company. The faster things are moving and changing in your company, the more valuable the benefits of team huddles become for your organization.

- 1. Victories from yesterday**
- 2. Priorities for today**
- 3. Anything that has you stuck?**

# Crises Daily Huddle Agenda Example

Template  
#2

During a crisis, the daily huddle is one of your most important meetings. It provides you real time information to make adjustments and keep the team aligned. Here is an example of an adjusted daily huddle being used during the COVID-19.

- 1. Health Check (How are you doing?)**
- 2. What are you learning?**
- 3. Any client updates?**
- 4. Stucks**



# Daily Huddle Tips

## Tips

1. **Set some ground rules:** Daily huddles are quick times to synch up - not solve problems. Simple ground rules may include allotting one minute per person to share, taking problem solving or side conversations offline, and use video if you are remote.
2. **Customize the right agenda:** Our standard agenda for a Daily Huddle is to share one Victory, one Priority and any Stucks. You might change this up depending on what's going on with your business. There may be a key metric that is critical to your success right now that you want the team to report out every day.





## Daily Huddle Tips (Continued..)

**3. Keep a tight timeframe:** Begin and end on time. This meeting is most productive as a quick check-in rather than a long, drawn out session. Your huddle should be 15-20 minutes long at the most. If your team is larger than about 10-15 people, can you split up into smaller groups?



Now that you've mastered Daily Huddle, **you're ready to master the dreaded weekly meeting.**



[Download our Weekly Meeting Guide](#)



## Weekly Meeting Guide

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