

DAILY HUDDLE PLANNING TOOL

NAME:

HUDDLE GROUP:

DATE:

1.

HEADLINE NEWS – WHAT RELEVANT INFORMATION CAN YOU SHARE WITH YOUR CO-WORKERS?

THINGS TO CELEBRATE + RELEVANT SCHEDULE INFORMATION + KNOWLEDGE TO SHARE + NEWS ABOUT PEOPLE + RECOGNITION AND APPRECIATION



2.

WEATHER – WHAT IS THE PROGRESS OF KEY PERFORMANCE INDICATORS (KPIs) YOU OWN?

KEY PERFORMANCE INDICATORS	CURRENT #	TARGET #
1.		
2.		
3.		
4.		
5.		
6.		

3.

STUCKS – WHO IS PREVENTING YOU FROM COMPLETING A CRITICAL GOAL?

WHO ARE THE TEAM MEMBERS YOU NEED TO MEET WITH AFTER THE DAILY HUDDLE?	WHAT IS THE OBSTACLE?
1.	
2.	
3.	
4.	
5.	
6.	

4.

FOCUS – WHAT IS YOUR FOCUS TODAY?

THE "ONE THING" YOU WILL ACCOMPLISH TODAY. START THE STATEMENT WITH "I WILL..."

Lined writing area for the focus section.