

# HOW TO HAVE GREAT TEAM HUDDLES CHEAT SHEET

## MEETING MENU (CHOOSE WHAT FITS FOR YOUR TEAM):

Annual/Quarterly	Monthly	Weekly	Daily
1 day or ½ day	2 hours	30 minutes	10 minutes
<ul style="list-style-type: none"> <li>• Re-evaluate and re-focus</li> <li>• Set initiatives for the year</li> <li>• Re-examine strategy</li> <li>• Build trust among the leadership team</li> </ul>	<ul style="list-style-type: none"> <li>• Solve a problem (decide beforehand what it will be)</li> <li>• Pass on your DNA to up and coming leaders</li> </ul>	<ul style="list-style-type: none"> <li>• Review personal accountabilities/goals</li> <li>• Review numbers</li> <li>• Use questions from the daily huddles</li> <li>• Consider involving the whole team</li> </ul>	<ul style="list-style-type: none"> <li>• Refocus</li> <li>• Reconnect</li> <li>• Synchronize</li> <li>• Synergize</li> <li>• Prioritize your day</li> <li>• Get fired up!</li> </ul>

### GREAT HUDDLES

1. Are consistent – never skipped
2. Are timed – walk away after the time is up
3. Deal in specifics – use names and details. No generalities!
4. Are brief check-ins – no long show & tell stories
5. Are done standing up – keep the energy high
6. End with a cheer!

### HUDDLE QUESTIONS

1. What's your top priority?
2. Any roadblocks?
3. Good news/wins?
4. Core values/brand promises teaching and shout outs
5. Quick numbers/dashboard review
6. News everyone should know about

## ADVANCED HUDDLE TIPS SUMMARY

<ul style="list-style-type: none"> <li>• Choose/alternate traffic cops to keep it on track</li> <li>• Interrupt when necessary</li> <li>• Time the huddle. When time's up, walk away</li> <li>• Stand up and keep the circle of energy</li> <li>• Tweet-size responses (not novel size)</li> <li>• Everyone talks at least once</li> <li>• Push back on the pushback – it's the same time commitment as a bathroom break</li> </ul>	<ul style="list-style-type: none"> <li>• Begin at an odd time</li> <li>• Start and end precisely on time</li> <li>• Attendance is mandatory</li> <li>• Never cancel – keep the rhythm</li> <li>• Take larger issues offline</li> <li>• Call in if you're away from the office</li> <li>• End with a cheer; fire people up!</li> </ul>
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