

DAILY HUDDLE STRUCTURE



Timing

Set the huddle at an odd time like 10.06 or 15.13. People are more likely to be on time. Set a timer so it doesn't exceed 15 minutes.



Setting

Standing/perched on stools. If some need to dial in, better to put everyone on conference call, instead of having a few people huddled around a speaker phone.



Who Attends

Better to have more people in fewer meetings, than fewer people in more meetings.



Who Runs the Meeting

Someone who is naturally structured (doesn't have to be CEO). Leader should use stopwatch, and if a conversation is running too long, their role is to say, "Please take it offline".



The Agenda

Should be the same every day with three items, 5 minutes per item:

1. What's up (in the next 24 hours)?

Specific details. Should relate to meetings, key activities etc. The idea is to let people detect conflicts, crossed agendas and missed opportunities. Should NOT be a recitation of someone's daily calendar.

2. What are the daily metrics?

Daily sales, website hits, open positions, proposals submitted, number of consultants deployed, etc. Metrics to help you monitor how things are going. You can be creative to make this apply to your organisation.

3. Where are you stuck?

This is the most important agenda item. Helps leader to see patterns of "stucks" as well as getting the team unstuck faster. Team members should share a "stuck" even if they don't think there is anyone on the team that can help them with it.

Avoid checking up on whether someone did something from the previous day - in general, looking forward is great management, looking back is micromangement.