

## Participants should cover in 1 minute or less:

**Next 24 Hours:** What critically important things I am working on – specifically – in the next 24 hours? At least 1 item should be tied to your quarterly priorities.

**Stucks:** Where am I stuck completing my priorities? Ask team members for help getting un-stuck. If we falter on quarterly priorities, we bring it up here.

**KPI Pacing:** Am I red, yellow, green, or super green on my KPI for the quarter? Was I red, yellow, green yesterday?

## Guidelines:

**Purpose:** Increase accountability, focus, & communication

**Preparation:** Come with KPI pacing, stucks, specifics for the next 24 hours

**Outcomes:** Hit KPI goals, complete priorities, have fewer meetings, set your day

**Participants:** At least one daily huddle/team member

**Time:** Hold at same, odd time of day (e.g. 8:48 am)

**Legit reasons for missing:** Vacation, illness, bereavement

**Format:** Stand-up meeting to maintain energy (never sit!)

**Celebrate:** Core values stories, wins from previous day

**If you exceed one minute:** Move discussion offline

**Teams Huddling:** Leadership team, functional teams, critical cross-functional teams such as sales & service (companies up to 15 people can meet in one huddle)