

Huddle Template

Keys to success

- ✓ Have fun
- ✓ Be authentic
- ✓ Huddles should last 10 -15 minutes

Greeting

Gratitude remark: "I appreciate you"

Do a 1-10 check in

Share any current priorities

Does anyone have any questions?

Throw in another gratitude comment

Share the metrics from the 5 clicks to success

What did we accomplish? Where can we improve?
What limitations held us back? What can we do collectively to improve?

Acknowledge a top performer
(rotate people-give out a gift card of \$10.00 if desired)

Concerns (from management or others)

Get feedback on concerns and recommendations about
how to improve on concerns

End with a quick personal story or quote

Wrap up